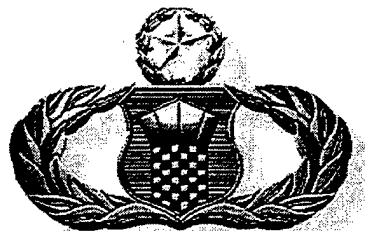


UNITED STATES AIR FORCE

OCCUPATIONAL SURVEY REPORT



AIR TRAFFIC CONTROL OFFICER

AFSC 13MX

OSSN 2335

FEBRUARY 1999

OCCUPATIONAL ANALYSIS PROGRAM
AIR FORCE OCCUPATIONAL MEASUREMENT SQUADRON
AIR EDUCATION AND TRAINING COMMAND
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PREFACE

This report presents the results of an Air Force Occupational Survey of the Air Traffic Control Officer utilization field, Air Force Specialty Code (AFSC) 13MX. Authority for conducting occupational surveys is contained in AFI 36-2623. Copies of this report and pertinent computer printouts are distributed to the Air Force Functional Manager, the operations training location, all major using commands, and other interested operations and training officials.

First Lieutenant Jason Gibson developed the survey instrument, analyzed the data, and wrote the final report. Ms. Karen Tilghman provided computer-programming support. This report has been reviewed and approved by Mr. Joseph Bergmann, Chief, Management Applications Section, Occupational Analysis Flight, Air Force Occupational Measurement Squadron (AFOMS).

Information about obtaining additional copies can be received from AFOMS/OMYXI, 1550 5th Street East, Randolph Air Force Base, Texas 78150-4449, or by calling DSN 487-5543. For information on the Air Force occupational survey process or other on-going projects, visit our web site at <http://www.omsq.af.mil>.

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SUMMARY OF RESULTS

1. **Survey Coverage:** The Air Traffic Control Officer utilization field was surveyed to better understand the utilization of AFSC 13MX personnel, validate training requirements, empirically determine career progression of AFSC 13MX officers, determine career intentions of AFSC 13MX company grade officers, determine job satisfaction levels of officers, and to ensure that members are receiving the right training for their current jobs. Survey results are based on responses from 197 active duty (AD) and Air National Guard (ANG) respondents accounting for 61 percent of the total assigned population.
2. **Specialty Jobs:** One cluster and nine independent jobs were identified in the career ladder structure analysis. The cluster describes the work related to the core airfield operations management competencies for AFSC 13MX. The nine independent jobs describe smaller jobs occupied by AFSC 13MX officers such as airspace/combat airspace management, supervisory, training, and staff jobs.
3. **Utilization Field Progression:** Progression for officers within this specialty is typical of most AF officer utilization fields. Officers within the company grade officer (CGO) ranks perform technical and management work within the Airfield Operations Cluster and underlying jobs therein. Junior field grade officers (FGOs) were found to perform technical and management work within the Airfield Operations Cluster, and also staff officer positions. Senior field grade officers were found to perform supervisory, administrative, and resource management work at the staff officer level.
4. **Training Analysis:** The current Course Training Standard (CTS) and Officer Training Program (OTP) syllabus were reviewed by subject-matter experts (SMEs) during the course of the occupational analysis project. This information along with occupational survey data for first-assignment officers was utilized during the AFSC 13MX Training Conference held 7-10 Dec 98 to reshape the introductory course for new officers entering this specialty.
5. **Job Satisfaction:** In general, job satisfaction among AFSC 13MX personnel is high. However, 46 percent of CGOs indicate either they are undecided or intend to separate from the Air Force in the future. The factors of availability of civilian jobs, perceived lack of career progression, location of assignments, and work schedule were found to be the most significant factors affecting CGO intentions to separate. The remaining 55 percent of CGOs indicated retirement benefits, job responsibilities, and career progression are positive factors affecting their intentions to remain in the Air Force.
6. **Implications:** The AFSC 13MX utilization field reflects a normal job progression. One cluster and nine independent jobs were identified within the utilization field. Occupational survey information has already been extensively used to modify the introductory training course for new AFSC 13MX personnel. Overall, job satisfaction is high among specialty incumbents. However, separation intentions among AD CGOs are high.

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OCCUPATIONAL SURVEY REPORT (OSR)
Air Traffic Control Officer
AFSC 13MX

INTRODUCTION

This is an OSR of the Air Traffic Control Officer utilization field conducted by the Air Force Occupational Measurement Squadron (AFOMS). A study of this utilization field was requested by the Air Force Flight Standards Agency (AFFSA). Survey data from this study has already been used to validate the training requirements for new officers within this specialty at the AFSC 13MX Training Workshop held the 7-10 Dec 98. Subsequently, the data contained within this report will be used to answer specific utilization field questions.

Background

AFSC 13MX became a new specialty code identifier during the 31 Oct 96 restructure of this specialty (it was formerly identified as AFSC 13BXA). Under this new classification (as described in AFMAN 36-2105, *Officer Classification*, dated 31 Oct 97) Air Traffic Control officers apply their knowledge of air traffic control, airfield management, and base operations in order to manage the day-to-day operations of airfield facilities to include radar approach control, air route traffic control center, ground control approach, control tower, and base operations. AFSC 13MX officers are responsible for developing plans and procedures to execute assigned airfield operations capabilities based on federal, international, and USAF guidance. These officers typically hold positions as Airfield Operations Flight commanders (AOF/CC) within a given Operations Support Squadron aligned under the Operations Group within the objective wing structure. Outside of these primary AOF/CC positions, AFSC 13MX officers hold positions as airspace/combat airspace managers, airfield systems flight commanders aligned under Combat Communications Groups, and numerous Major Command (MAJCOM) or Headquarters USAF staff positions.

Officers are encouraged to have a technical undergraduate degree to enter this specialty. Officers are considered fully qualified after obtaining facility ratings and position certifications within radar approach control and control tower facilities. A minimum of 3 years experience as an enlisted AF controller with prior facility ratings in a radar approach control or control tower facility could satisfy these certification requirements.

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SURVEY METHODOLOGY

Inventory Development

The data collection instrument for this occupational survey was USAF Job Inventory (JI) Occupational Survey Study Number (OSSN) 2335 dated Aug 98. A tentative task list was prepared after reviewing pertinent utilization field publications and directives. The preliminary task list was developed, refined, and validated through personal or telephone interviews with 47 subject matter experts from the following bases:

TABLE 1

BASES AND UNITS OF PERSONNEL INTERVIEWED DURING SURVEY DEVELOPMENT

BASE	COMMAND/ ORGANIZATION
KELLY AFB	AFMC
RANDOLPH AFB	AFPC, AETC
ANDREWS AFB	AFFSA, AMC
KEESLER AFB	AETC
EGLIN AFB	AFMC
HURLBURT FIELD	AFSOC
TYNDALL AFB	AETC
NELLIS AFB	ACC
PEASE ANGB	ANG
MCGUIRE AFB	AMC
ROBINS AFB	ACC
MCENTIRE ANGB	ANG
SHAW AFB	ACC
POPE AFB	AMC
FT BRAGG	AFSOC
RAMSTEIN AB (TELEPHONE, E-MAIL)	USAFE
HICKAM AFB (TELEPHONE, E-MAIL)	PACAF

The resulting JI contains a comprehensive listing of 599 tasks grouped under 13 duty headings, and a background section requesting such biographical information as grade, MAJCOM assigned, organizational level, and job title. A number of other background questions were asked to assess such topics as current feelings of job satisfaction, level of education, usefulness of different forms of training, and types of additional duties performed on the job.

Survey Administration

From Aug-Oct 98, all eligible officers holding AFSC 13MX throughout the Air Force were administered occupational surveys via computer diskette. Job incumbents were selected from a computer-generated mailing list obtained from personnel data files maintained by the Air Force Personnel Center, Randolph AFB, TX. Each individual who received the occupational survey first completed an identification and biographical information section and then selected each task performed in his or her current job. After selecting all tasks performed, each member then rated each of these tasks on a 9-point scale, showing relative time spent on that task, as compared to all other tasks checked. The ratings ranged from 1 (very small amount time spent) through 5 (about average time spent) to 9 (very large amount time spent). To determine relative time spent for each task checked by a respondent, all of the incumbent's ratings are assumed to account for 100 percent of his or her time spent on the job and are summed. Each task rating is then divided by the total task ratings and multiplied by 100 to provide a relative percentage of time for each task. These procedures provide a basis for comparing tasks in terms of both percent members performing and average percent time spent performing tasks.

Survey Sample

Personnel were selected to participate in this survey to ensure an accurate representation across paygrade, Duty AFSC (DAFSC), and MAJCOM groups. All eligible AFSC 13MX personnel were mailed job inventory surveys. Table 2 reflects the paygrade distribution for personnel within this survey sample. Similarly, Table 3 reflects the DAFSC distribution for the survey sample. Finally, Table 4 reflects the MAJCOM distribution for the survey sample.

TABLE 2
PAYGRADE REPRESENTATION IN SURVEY SAMPLE
AFSC 13MX

GRADE	PERCENT OF ELIGIBLE	PERCENT OF SAMPLE
O-1/O-2	32	26
O-3	42	48
O-4	14	16
O-5	10	8
O-6	2	2

Total Assigned*: 325

Total in Sample: 197

Percent of Assigned in Sample: 61%

* Assigned strength as of August 1998.

TABLE 3

DAFSC REPRESENTATION IN SURVEY SAMPLE
AFSC 13MX

DAFSC BY QUALIFICATION LEVEL	PERCENT OF ASSIGNED (N=325)	PERCENT OF SAMPLE (N=197)
AFSC 13M1	6	12
AFSC 13M3	56	56
AFSC 13M4	23	23
AFSC 13D4	1	0
ASFC 13B4	1	1
AFSC 16G4	1	0
AFSC 30C0	1	2
AFSC 33S3	1	0
AFSC 81T0	1	0
AFSC 82A0	1	1
AFSC 83R0	1	1
AFSC 86M0	1	1
AFSC 87G0	1	0
AFSC 88P0	1	1
AFSC 91C0	3	1
AFSC 92SX	1	1

TABLE 4
MAJCOM REPRESENTATION IN SURVEY SAMPLE
AFSC 13MX

COMMAND	PERCENT OF ASSIGNED (N=325)	PERCENT OF SAMPLE (N=197)
ACC	17	19
AETC	26	23
AFFSA	5	6
AFMC	8	6
AFSOC	3	3
AFSPC	1	1
AMC	8	12
ANG	8	8
HQ USAF	5	1
PACAF	9	10
USAF	1	0
USAFE	7	8
*OTHER	2	3

*OTHER includes: AFOTEC, AFRC, and USAF element units

The paygrade, DAFSC, and MAJCOM distributions of the survey sample are close to the percent assigned. This indicates the sample is a true representation of the utilization field population.

Training Emphasis (TE)

Job descriptions alone do not provide sufficient data for making decisions about utilization field documents or training programs. TE information is needed for a complete analysis of the utilization field. TE is a rating of the amount of emphasis for entry-level training that should be placed on areas of the current Course Training Standard (CTS) and areas listed within AFI 36-2210, *Air Traffic Control Officer Training Program*. To obtain the needed TE information, TE surveys were sent to 71 individual officers. The final TE survey sample included responses from 33 officers. These officers were asked to consider each individual topic taught in the current E3OBR13M1 000 course as well as topics listed within AFI 36-2210. Officers then rated the level of emphasis each topic should receive, from 1 (extremely low emphasis) to 9 (extremely high emphasis). Interrater agreement among these 33 officers was found to be acceptable. Ratings have an average emphasis of 4.98 and a standard deviation of 1.18. Any area with a

rating of 6.16 or above is considered to be high in TE, and should be considered for inclusion in technical training. Table 5 shows MAJCOM and paygrade distributions for the TE sample.

TABLE 5
TRAINING EMPHASIS SAMPLE CHARACTERISTICS

	PERCENT ELIGIBLE (N=166)	PERCENT IN SAMPLE (N=33)
<hr/>		
MAJCOM		
ACC	23	30
AETC	15	13
AFMC	10	9
AFSOC	4	3
AFSPC	2	0
AMC	14	15
HQ USAF*	7	12
PACAF	14	15
USAFE	11	3
PAYGRADE		
LT	-	0
CAPT	-	79
MAJ	-	18
LTC	-	3
COL	-	0

*includes AFFSA

SPECIALTY JOBS

(Utilization Field Structure)

The first step in the analysis process is to identify the structure of the utilization field in terms of the jobs performed by the respondents. The Comprehensive Occupational Data Analysis Program (CODAP) suite of software assists by creating an individual job description for each respondent based on the tasks performed and relative amount of time spent on these tasks. The CODAP automated job clustering program then compares all the individual job descriptions, locates the two descriptions with the most similar tasks and time spent ratings, and combines them to form a composite job description. In successive stages, CODAP either adds new members to this initial group, or forms new groups based on the similarity of tasks and time spent ratings.

The basic group used in the hierarchical clustering process is the Job. When two or more jobs have a substantial degree of similarity, in tasks performed and time spent on tasks, they are grouped together and identified as a Cluster. However, specialized jobs too dissimilar to join any cluster are defined as independent jobs. Thus, the structure of the utilization field is then defined in terms of jobs and clusters of jobs.

Overview of Specialty Jobs

Based on the analysis of tasks performed and the amount of time spent performing each task, one cluster with four underlying jobs, and nine independent jobs were identified within the AFSC 13MX utilization field. Figure 1 illustrates the clusters and jobs performed by AFSC 13MX personnel. A listing of the cluster and jobs are provided below. The stage (STG) number shown beside the title references computer generated information, while the letter "N" indicates the number of personnel in this cluster.

I. AIRFIELD OPERATIONS FLIGHT CLUSTER (STG32, N=109)

- A. Airfield Operations Management Job (STG64, N=25)
- B. Air National Guard Squadron Commander Job (STG81, N=2)
- C. Core Airfield Operations Flight Commander Job (STG66, N=74)
- D. Airfield Systems Flight Commander Job (STG73, N=4)

II. AIRSPACE/COMBAT AIRSPACE MANAGER JOB (STG29, N=12)

III. HQ USAF STAFF JOB (STG35, N=10)

IV. RESOURCE MANAGER JOB (STG51, N=4)

V. AIRFIELD OPERATIONS FLIGHT OPERATIONS JOB (STG40, N=7)

VI. MAJCOM STAFF JOB (STG37, N=4)

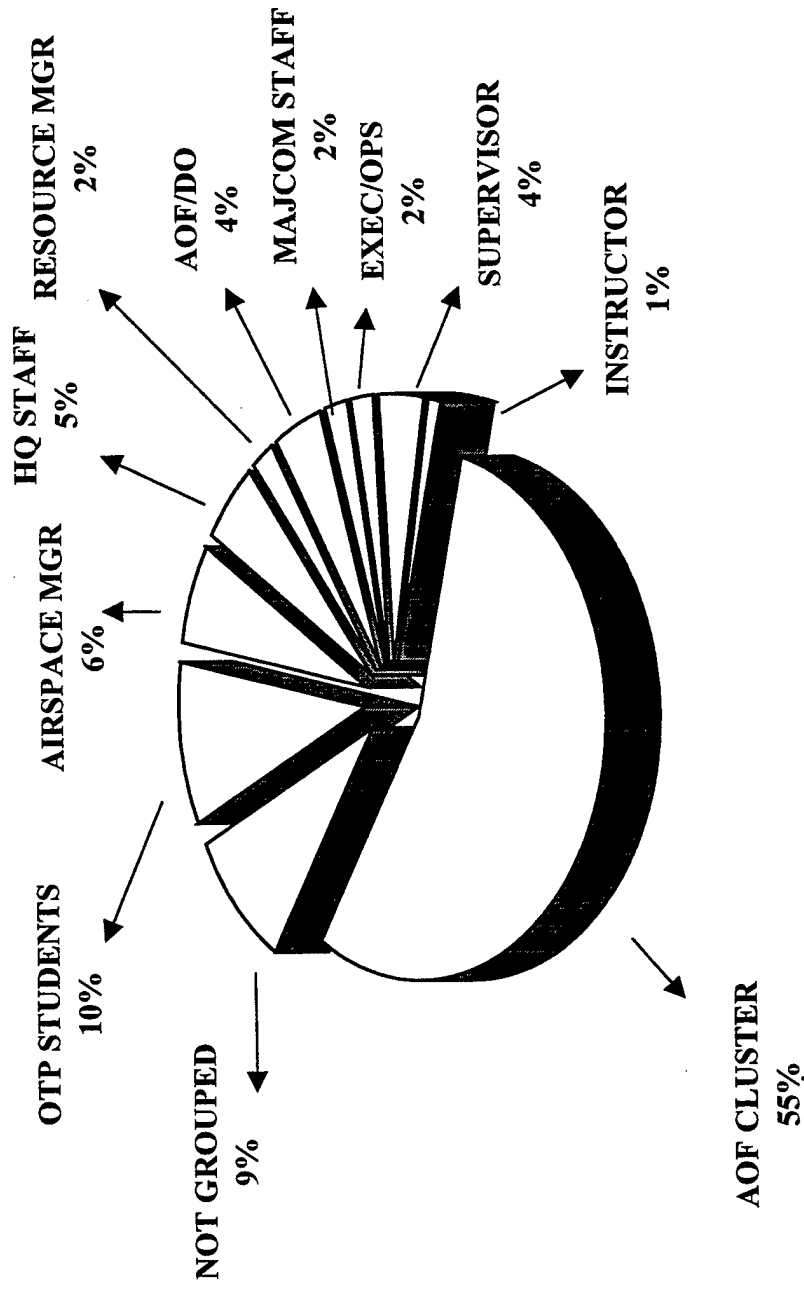
VII. EXECUTIVE/OPERATIONS OFFICER JOB (STG54, N=4)

VIII. SUPERVISOR JOB (STG41, N=8)

IX. INSTRUCTOR JOB (STG162, N=2)

X. OFFICER TRAINING PROGRAM (OTP) STUDENT JOB (STG11, N=20)

AFSC 13MX SPECIALTY CLUSTERS AND JOBS



AOF CLUSTER

- AOF MGMT JOB (13%)
- ANG SQ/CC (1%)
- CORE AOF JOB (38%)
- AIRFIELD SYS FLT/CC (2%)

Cluster and Job Group Descriptions

The following paragraphs contain brief descriptions of the clusters and jobs identified through the utilization field structure analysis. Tables 6 and 7 present the relative time spent on duties by members of the various clusters and jobs. Selected background data for these clusters and jobs are provided in Tables 8 and 9. Representative tasks for all the groups are contained in Appendix B.

I. Airfield Operations Flight Cluster (STG32, N=109). The officers who perform work within this cluster represent the largest group of officers within the study sample. Fully 55 percent of the survey respondents spend similar amounts of time performing similar tasks within this cluster. These officers are responsible for the overall management of airfield operations at bases throughout the Air Force. This cluster is comprised of four underlying jobs which best describe the work performed.

The **Airfield Operations Management Job** is the first job of the Airfield Operations Flight cluster. The 25 officers within this job group spend the largest amount of their duty time (21 percent) performing personnel management activities (Duty G), command activities (20 percent, Duty E), and resource management activities (18 percent, Duty I). While they do spend a great deal of their time performing these leadership and management activities, they also spend 11 percent of their time performing airfield operations management activities (Duty A). Representative tasks performed by officers within this group are shown below:

- Advise commanders or staff agency personnel on matters, such as capabilities, procedures, or programs
- Review recommendations for general awards or decorations
- Evaluate personnel for compliance with military standards
- Develop budgets or budget estimates
- Coordinate manning or manpower requirements with higher headquarters or subordinate unit personnel
- Interpret ATC policies for customers
- Evaluate memoranda of understanding or memoranda of agreement
- Review EPRs

Forty percent of the officers within this group are lieutenant colonels, while thirty-two percent of the officers in this job group are captains. These officers have a fairly broad job in that they perform an average of 169 tasks. These officers are fairly evenly spread across AETC (20 percent), PACAF (16 percent), and ACC (16 percent).

The **Air National Guard (ANG) Squadron Commander Job** is the next job of the Airfield Operations Flight Cluster. What differentiates this job group from the previously mentioned group is the increased amount of time spent performing airfield operations management activities (17 percent, Duty A) and contingency/mobility operations activities (8

percent, Duty K). These officers spend the largest amounts of their duty time performing personnel management activities (21 percent, Duty G) and resource management activities (19 percent, Duty I). Representative tasks performed by these officers are as follows:

- Review budgets or budget estimates
- Coordinate equipment maintenance with base communications
- Assign personnel to mobility positions
- Determine status of ATCALS
- Conduct briefings during AOB meetings
- Review availability status of personnel for deployments
- Participate in recurrent ancillary/mobility training

Both of the officers within this job group are in the ANG. One of these officers is a major, while the other is a lieutenant colonel. These officers have a somewhat broad job as they perform an average of 139 tasks.

The **Core Airfield Operations Flight Commander (AOF/CC) Job** is the next job group within the Airfield Operations Flight cluster. The 74 officers within this specific job group represent the largest job group identified within the analysis. What differentiates these officers from those of the previously mentioned groups is the amount of time spent on airfield operations management activities (22 percent, Duty A), airfield management activities (6 percent, Duty D), and ATC procedure management tasks (7 percent, Duty C). These officers also a large amount of their time performing personnel management (16 percent, Duty G), command (10 percent, Duty F), and resource management activities (10 percent, Duty I). Representative tasks performed by these officers are listed below:

- Draft or write enlisted performance reports (EPRs)
- Coordinate development of base airfield operations instructions
- Prepare required AOB meeting briefings
- Investigate ATC complaints
- Interpret ATC policies for customers
- Review and initial all ATC daily event logs
- Plan for ATSEP visits
- Draft or write recommendations for ATC and airfield management quarterly or annual awards
- Coordinate with airfield maintenance projects with CE
- Coordinate runway opening and closing activities with appropriate base flying agencies

Fifty-nine percent of the officers within this job group are captains, while 18 and 19 percent of these officers are majors and first lieutenants, respectively. These officers have a very broad job in that they perform an average of 249 tasks. These officers are evenly spread across all MAJCOMs: AMC (20 percent), AETC (16 percent), USAFE (15 percent), ACC (15 percent), and PACAF (14 percent). Sixty-four percent of the officers within this group report their actual

job title as the Airfield Operations Flight Commander, while 24 percent report their job title as the Air Operations Flight Deputy.

The **Airfield Systems Flight Commander Job** is the final underlying job group within the Airfield Operations Flight cluster. What differentiates this job group from those previously mentioned is the amount of time spent performing contingency/mobility operations activities (26 percent, Duty K). No other group within the survey sample performs this large amount of contingency activities. These officers also spend 16 percent of their time performing personnel management activities (Duty G) and 10 percent of their time performing resource management activities (Duty I). Representative tasks for the officers within this job group are as follows:

- Establish mobility training programs
- Determine and report on status of ATCALS
- Lead preparation efforts for operational readiness inspections (ORIs) or operational readiness exercises (OREs)
- Position mobile ATC equipment or support equipment
- Participate in mobility exercise planning meetings
- Conduct airfield mobility training exercises
- Conduct site surveys for positioning mobile ATCALS
- Lead convoy or movement control

Three of the four officers within this job group are captains while the other is a major. The officers within this job group have a very broad job in that they perform an average of 270 tasks. Three of these officers are assigned to ACC while the other is assigned to the ANG. Three of the officers within this group report their actual job title as Airfield Systems Flight Commander while the other officer reported a title of Air Traffic Control Squadron Commander.

II. AIRSPACE/COMBAT AIRSPACE MANAGER JOB (STG29, N=12). The 12 officers within this job group spend a great deal of time (56 percent) performing airspace or combat airspace management activities within Duty M. These officers spend their next largest amount of time performing administrative activities (11 percent, Duty F). Representative tasks performed by the officers within this job group are listed below:

- Generate or modify airspace control measures (ACMs) using applicable software
- Deconflict new or modified ACMs
- Compare new or modified ACMs using computer databases
- Identify or plot airspace routes using latitude/longitude or universal transverse Mercator (UTM) coordinates
- Develop or review combat airspace publications or instructions
- Coordinate airspace use and scheduling for exercises
- Coordinate range requirements with appropriate agencies

Coordinate airspace matters with DoD, FAA, host nation, US Embassy, or coalition forces

Seventy-five percent of the officers within this job group are captains, while the remaining 25 percent are majors. These officers have a job of narrow scope as they perform an average of 69 tasks. These officers are aligned equally within ACC (33 percent) and AFSOC (33 percent) while 25 percent belong to PACAF. Forty-two percent of these officers indicated their actual job title was Airspace Manager while an equal percentage indicated their job titled as Combat Airspace Manager.

III. HQ USAF STAFF JOB (STG35, N=10). The 10 officers who perform work within this job group represent the overall Air Staff management of air traffic, airfield management, and airspace issues for the Air Force. Officers within this group spend the largest amount of their time performing administrative (37 percent, Duty F), command (36 percent, Duty E), and resource management activities (10 percent, Duty I). Representative tasks for the officers within this job group are listed below:

- Draft or write point, position, or talking papers
- Participate in general meetings, such as staff meetings, briefings, conferences or workshops
- Participate in professional meetings or conferences
- Draft or write staff studies or staff summaries
- Advise HQ USAF of DoD staff agencies on applicability of standards and criteria
- Advise commanders or staff agency personnel on matters, such as capabilities, procedures, or programs
- Draft or write official publications, such as instructions, manuals, or directives

The officers within this job group have a very narrow span of work in that they perform an average of 38 tasks. Fifty percent of these 10 officers are captains, while the 30 percent are majors, with the remaining 20 percent being lieutenant colonels. Sixty percent of these officers report working at the Air Force Flight Standards Agency (AFFSA), while the second largest group reports working at the Pentagon.

IV. RESOURCE MANAGER (STG51, N=3). The three officers within this job group are responsible for managing resources and addressing funding issues as a staff officer as well as at the unit level. These officers spend fully 38 percent of their time performing resource management activities (Duty I) and the next largest amount of their time addressing airfield operations management activities (Duty A). Representative tasks for this group of officers are listed below:

- Review budget or budget estimates
- Review fund allocations
- Evaluate requests for equipment and system updates
- Develop budgets or budget estimates
- Evaluate new equipment for purchase

- Evaluate effects of budget changes on programs
- Review fund expenditures
- Prepare justifications of budget proposals for program review committees

The officers within this job group have a narrowly focused job in that they perform an average of 72 tasks. Two of the three officers within this job group are captains, while the third officer is a first lieutenant. These three officers are aligned within three different MAJCOMs or Air Staff (AFFSA, ACC and AMC). Two of these officers report working as staff officers while the third reports being an Airfield Operations Flight Systems Officers (AOF/SO).

V. AIRFIELD OPERATIONS FLIGHT OPERATIONS (AOF/DO) OFFICER JOB (STG40, N=7). The seven officers who perform work within this job group represent true first-assignment officers. All of these officers report being AOF/DOs or AOF/SOs, and spend the largest amounts of their time performing airfield operations management (32 percent, Duty A) as well as tower/radar air traffic control activities (12 percent, Duty H). No other group of officers within this study perform more actual air traffic control tasks outside of the student population to be described later. Representative tasks for this group are given below:

- Coordinate AOB briefings with unit personnel
- Coordinate AOB or ATCALS meeting agendas
- Draft or write minutes of AOB or ATCALS meetings
- Plan for ATSEP visits
- Prepare required AOB meeting briefings
- Draft or write recommendations for ATC and airfield management quarterly or annual awards
- Investigate ATC complaints
- Complete ATM 10 training course
- Conduct briefings during AOB meetings
- Verify controllers meet physical standards (flight physicals)
- Operate flight data position
- Operate ground control position
- Operate local control position
- Operate radar communications equipment
- Complete position certifications for required RAPCON positions
- Complete position certifications for required tower positions

The officers within this job group have a fairly narrow job focus as they perform an average of 78 tasks. All of these officers are first lieutenants. These officers are assigned across an array of MAJCOMs with the largest proportion of these officers being assigned to ACC (43 percent), AMC (29 percent), AETC (14 percent), and AFSOC (14 percent).

VI. MAJCOM STAFF JOB (STG37, N=4). The four officers within this job group spend their time performing work in four main areas: 32 percent of their time is spent performing airfield operations management activities (Duty A), 22 percent of their time is spent performing personnel management activities (Duty G), 18 percent of their time is spent performing

command activities (Duty E), and 15 percent of their time is spent performing administrative activities (Duty F). Representative tasks for this job group are as follows:

- Participate in ATSEP visits
- Conduct ATSEP visits
- Approve or disapprove requests for waivers to instructions, manuals, or directives
- Evaluate proposals for closure of open ATSEP items
- Review minutes of AOB meetings
- Evaluate inspection report observations or problems
- Conduct staff assistance visits, inspections or audits

Officers within the MAJCOM Staff Job group perform an average of 72 tasks, which indicates a narrow job scope. Three of the officers within this job group hold the rank of captain, while one officer holds the rank of colonel. Also, three of these four officers report their actual job title as MAJCOM staff officer. Two of these officers are aligned under ACC while the other two officers work within AFFSA and AFMC.

VII. EXECUTIVE/OPERATIONS OFFICER JOB (STG54, N=4). The 4 officers within this job group spend the bulk of their duty time in three main areas, which are command activities (35 percent, Duty E), personnel management activities (32 percent, Duty G), and administrative activities (14 percent, Duty F). Representative tasks for officers within this group are shown below:

- Review recommendations for general awards or decorations
- Draft or write point, position, or talking papers
- Evaluate suspenses
- Direct administrative functions
- Escort dignitaries, DVs, or other visitors
- Coordinate special projects such as change-of-command ceremonies
- Certify civilian timecards
- Review EPRs and OPRs
- Prepare and present briefings concerning information not related to ATC

The officers within this job group have a narrow job focus as they perform an average of 55 tasks. There is an equal spread of these officers across paygrades with each one holding a different rank between first lieutenant and lieutenant colonel. Two officers within this group report their duty title as executive officer and the other two officers report their duty titles as operations officer and command briefing officer.

VIII. SUPERVISOR JOB (STG041, N=8). The eight officers who perform work within in this job group spend the largest amount of their time performing personnel management activities (40 percent, Duty G). These officers also spend a fair amount of their duty time completing command activities (18 percent, Duty E) and administrative activities (17 percent, Duty F). Representative tasks for officers within this job group are given below:

- Evaluate personnel for compliance with military standards

- Assign special projects to personnel
- Approve or disapprove leaves or passes
- Advise subordinates on unit policies or procedures
- Draft or write EPRs
- Draft or write policy or procedure letters
- Conduct supervisory performance feedback sessions
- Determine work priorities for subordinates

The officers within this job group have a narrow job focus as they perform an average of 86 tasks. Sixty-three percent of the officers within this group are captains, while equal percentages (13 percent each) hold the rank of first lieutenant, major, and lieutenant colonel. Thirty-eight percent of these officers are assigned to ACC, 25 percent to AETC, and equal percentages (13 percent each) to AMC, AFFSA, and ANG. The actual duty titles that these officers report are as follows: AFFSA staff officer, Air Traffic Control Squadron Commander (ATCS/CC), AOF/CC, airspace manager, ATC Inspector General team member, executive officer, Operations Support Squadron Commander (OSS/CC), chief of airfield operations training.

IX. OTP INSTRUCTOR (STG162, N=2). The officers within this job group are charged with instructing officers on airfield operations management techniques and actual air traffic control at the current OTP locations (Altus and Tyndall AFBs). These two officers spend the bulk of their duty time performing training (31 percent, Duty J) and personnel management activities (24 percent, Duty G). Representative tasks for this job group are as follows:

- Develop training materials or aids
- Conduct formal course classroom training
- Review official publications, such as instructions, manuals, or other directives
- Write test questions
- Schedule work assignments or priorities
- Evaluate progress of trainees
- Maintain training records or files

The officers within this job group perform a job of moderate scope, as they perform an average of 111 tasks on the job. Both of these officers hold the rank of captain and are assigned to AETC. Also, both officers report their duty title as OTP instructor.

X. OTP STUDENT JOB (STG11, N=20). The 20 officers who are categorized within this cluster are students completing their training at the two different OTP locations. These students spend the majority of their duty time performing tower/radar air traffic control activities (36 percent, Duty H), administrative activities (25 percent, Duty F), and training activities (23 percent, Duty J). Representative tasks performed by these officers are as follows:

- Read technical publications, such as regulations, standards, or reports
- Attend AOB meetings

- Participate in formal training courses
- Read current periodicals and journals relating to field of work
- Operate approach control assistant position
- Coordinate air traffic data with other controllers or aircrews
- Operate flight data position
- Operate local control position
- Operate radar simulator
- Complete position certifications for required tower positions
- Complete position certifications for required RAPCON positions

The officers comprising this group have a very narrow focus, training to become ATC officers, in that they perform an average of 12 tasks. It is interesting to note that two of the 20 officers within this job group are Airfield Operations Systems officers in USAFE. They have been categorized in this group as they perform the same tasks as student officers at OTP. Seventy-five percent of the officers within this group are second lieutenants, while the second largest group are first lieutenants (20 percent). Ninety percent of these officers are assigned to AETC at either Altus or Tyndall AFBs, while the remaining 10 percent are assigned to USAFE.

ANALYSIS OF DAFSC GROUPS

An analysis of Duty AFSC (DAFSC) groups, in conjunction with the analysis of the utilization field structure, is an important part of each occupational analysis. The DAFSC analysis identifies differences in tasks performed at the various skill levels within a specialty. This information may be used to determine whether personnel are utilized in the manner specified by current classification instructions (AFMAN 36-2105) and may serve as a basis for considering changes to current utilization policies and training programs.

Skill-Level Descriptions

Table 10 offers specific information regarding the work performed by AFSC 13MX AD personnel by skill level groups. Here, the relative time spent on each duty across skill-level groups is presented. An examination of this information shows that 1-skill level officers spend the largest portion of their duty time performing tower/radar air traffic control, administrative, and training activities. As officers become fully qualified, they shift their focus away from training toward airfield operations management, personnel management, resource management, and command activities. Finally, officers maintaining the 4-skill level shift their focus away from airfield operations management toward command, administrative, personnel, and airspace management activities. Thus, officers within this specialty progress from initial skills training at the lowest skill level through technical competence and management of airfield operations up to command and staff work at the highest skill level.

It must be noted that all ANG DAFSC 13MX officers hold the 3-skill level. Thus, no analysis of skill level progression can be conducted other than to point out the tasks that ANG 3-skill level officers perform and how that work differs from AD officers of the same skill level.

DAFSC 13M1 (N=24). Representing 14 percent of the AD AFSC 13MX sample, these 24 officers perform an average of 16 tasks. Fully 75 percent of the officers with the 1-skill level perform work within the OTP Student Job group. The second largest proportion (21 percent) of these officers are not grouped within the specialty job descriptions previously mentioned (they do not perform similar tasks to any of the job groups found within the specialty job analysis). A review of background information showed that these five officers are actually OTP students. However, as indicated in the analysis, they do not perform similar tasks to the other students within the analysis.

Representative tasks performed by DAFSC 13M1 incumbents are listed in Table 11. These officers spend 26 percent of their duty time performing tower/radar air traffic control activities as well as 21 percent of their time performing administrative activities.

DAFSC 13M3 (N=100). Representing 59 percent of the AD AFSC 13MX survey sample, these 100 officers perform an average of 200 tasks. Seventy-five percent of the officers holding the 3-skill level can be categorized within the AOF cluster. Specifically within that cluster, 65 percent of these officers perform work within the Core AOF/CC job group. The second largest portion of 3-skill level officers perform work within the AOF/DO job group (7 percent).

Representative tasks performed by AD DAFSC 13M3 officers are listed in Table 12. As one can see from this table, 3-skill level officers perform a mixture of airfield operations management, personnel management, command, and resource management tasks. The tasks that differentiate 3-skill level officers from 1-skill level officers are shown in Table 13. This table shows that no tasks are completed by more 1-skill level officers than 3-skill level officers.

ANG DAFSC 13M3 (N=13). As mentioned previously, ANG DAFSC 13M3 officers comprise 7 percent of the total survey population, and 100 percent of the all ANG officers in the survey population. The largest proportion of these officers perform work within the AOF cluster (77 percent). Specifically within the AOF cluster, 31 percent of officers perform work within the AOF/CC job group identified, while equal percentages perform work within AOF manager job group and ANG SQ/CC job group (15 percent each). The officers also have a broad job scope as they complete an average of 184 tasks on the job.

Representative tasks for ANG DAFSC 13M3 officers are listed in Table 14. This table shows that these officers most often perform personnel management, command, and contingency/mobility operations activities. It is the performance of these contingency/mobility operations activities that forms the largest work difference between AD and ANG officers. ANG 3-skill level officers spend fully 13 percent of their duty time performing these activities while AD officers only spend 4 percent of their time performing tasks within this duty. Also, an analysis of Table 15 shows that more ANG DAFSC 13M3 officers also perform a number of personnel management activities relating to civilians than to AD officers.

DAFSC 13M4 (N=46). Representing 27 percent of the AD AFSC 13MX survey sample, these 46 officers perform an average of 90 tasks. The largest proportion of 4-skill level officers perform work within the AOF Manager job group (28 percent). The second largest proportions perform work within the HQ USAF Staff job group and Airspace/Combat Airspace Manager job group (20 percent in each group).

Representative tasks performed by DAFSC 13M4 officers are listed in Table 16. This table shows that these officers most often perform administrative, command, and personnel management activities. The tasks that truly differentiate DAFSC 13M3 and 13M4 officers are listed in Table 17. From this information, it can be seen that more DAFSC 13M3 officers perform airfield operations management tasks than do DAFSC 13M4 officers. Conversely, a higher number of DAFSC 13M4 officers perform command or staff work tasks than do 3-skill level officers.

PAYGRADE AND CAREER PROGRESSION ANALYSIS

The next section of this report describes a paygrade analysis that has been conducted for this specialty. This information is useful for determining differences in the work performed by officers at different stages in their careers, and also for determining the relative need for additional training at different stages in time. Table 18 shows the breakdown of percent time spent on major duty areas for AD officers within the different paygrade groups.

Second Lieutenant. Being the group of officers with the smallest amount of experience within AFSC 13MX, these 20 officers spend the vast majority of their time performing tower/radar air traffic control activities (27 percent) as well as performing administrative and training activities (23 percent and 13 percent respectively).

These officers perform a fairly narrow job while in training, performing an average of 27 tasks. Seventy-five percent of the officers holding this rank perform work within the OTP Student Job group identified previously. An additional 10 percent of these officers perform work within the AOF Cluster, specifically within the Core AOF/CC job group.

First Lieutenant. The 30 officers within this paygrade represent the first tier of fully qualified AFSC 13MX personnel. These officers spend the largest proportion of their time performing airfield operations management activities (19 percent), while spending relatively equal amounts of time performing command, personnel management, tower/radar air traffic control, and training activities (each approximately 11 percent). Officers holding this rank have a fairly broad job scope in that they perform an average of 153 tasks. This is a significant increase in responsibility when compared with second lieutenants. Table 19 shows the tasks that truly differentiate between second and first lieutenants. From this information, one can see that a larger number of first lieutenants perform airfield operations management tasks and personnel management tasks than do second lieutenants.

The largest proportion of AD AFSC 13MX first lieutenants perform work within the AOF cluster, specifically 43 percent within the AOF/CC job group. Twenty-three percent of these officers perform work within the AOF/DO job group. Finally, 13 percent of these officers are in training, as they perform work within the OTP Student job group. Concerning their actual duty title, 57 percent of these officers report being the Airfield Operations Flight Operations Officer. The next largest group of these officers (10 percent) report their duty title as Airfield Operations Flight Commander.

Captain. The 86 officers holding this rank make up the largest paygrade group within the AFSC 13MX survey population. These officers spend the largest amount of their time performing airfield operations management (19 percent), command (14 percent), and personnel management (14 percent) activities. They also spend an increased amount of time performing airspace/combat airspace management tasks, and a large decrease in actual air traffic control activities when

compared with first lieutenants. AD captains have a large job scope in that they perform an average of 161 tasks. Table 20 shows those tasks that best differentiate captains from first lieutenants. This information shows that a number of command as well as personnel management tasks are performed by more captains. However, this chart also shows the trend of fewer captains performing actual air traffic control duties.

When considering the work that is performed by AFSC 13MX captains, these officers perform in the widest variety of positions of all officers in the survey sample. Sixty-three percent of captains perform work within the AOF cluster identified with the work structure analysis. Specifically within that cluster, 49 percent of captains perform work within the AOF/CC job group. The third largest proportion of captains perform work within the Airspace/Combat Airspace Manager job group. Smaller percentages of these officers are scattered throughout the other specialty jobs identified within the analysis. These findings parallel the actual duty titles reported by captains. Forty-one percent of these officers report being the AOF/CC, while 13 percent report being airspace or combat airspace managers. Also, 12 percent report working at Headquarters Staff positions. Thus, AFSC 13MX captains not only fill the role of AOF/CC, but also a number of other positions within the utilization field.

Major. The 23 officers within the survey sample holding the rank of major spend the majority of their time performing personnel management (18 percent), command (16 percent), and administrative activities (15 percent). As these officers increase in grade, they also increase in job responsibility, performing an average of 169 tasks on the job. While these officers increase the amount of time they spend performing "staff" work, they decrease the amount of time they spend performing airfield operations management. An examination of Table 21 shows that majors perform more personnel management tasks than do captains, while captains perform more airfield operations management and actual air traffic control tasks. This trend shows the movement of majors becoming "staff" officers.

AD majors are utilized in a number of different ways. Sixty-seven percent of these officers perform work within the AOF cluster identified previously. Specifically within this cluster, 43 percent of majors perform work within the AOF/CC job group while 22 percent perform work within the AOF manager job group. The next largest proportion of these officers perform work with the HQ USAF Staff job group and the Airspace/Combat Airspace Manager job group. These figures closely parallel the actual duty titles these officers report holding. Thirty-five percent of majors report being an AOF/CC, while 9 percent report being OSS/DO (operations officers). Also, thirty-four percent of these officers report their duty title as a MAJCOM or AFFSA staff officer. Finally, 8 percent report being airspace or combat airspace managers. Thus, majors are performing work consistent with their actual duty titles.

Lieutenant Colonel. Similar to previous group mentioned, the nine lieutenant colonels within this survey sample spend the vast majority of the duty time perform "staff work." Specifically, these officers spend 24 percent of their time performing command activities, 22 percent performing administrative activities, and 20 percent performing personnel management activities. While these officers show a definitive shift away from performing core airfield operations management activities, they still maintain a job of broad scope performing an average

of 166 tasks. The tasks that truly distinguish lieutenant colonels from those of the next lowest grade are typically personnel management, command, and administrative in nature as seen in Table 22. As with majors, the general trend, as shown by the work lieutenant colonels perform, is a movement away from technical work to supervisory and staff work.

The lieutenant colonels within this survey sample are utilized almost exclusively within supervisory and staff positions. Seventy-eight percent of these officers categorize within the AOF cluster, where 67 percent specifically perform work within the AOF manager job group. Also, 22 percent of these officers perform work within the HQ USAF Staff job group. Interestingly, these officers report different duty titles from the work they perform. Forty-four percent of these officers report their duty title as MAJCOM Staff officer. Also, forty-four percent of these officers report being squadron commanders or deputy group commanders. The difference between duty title and actual work performed is explained as most of the officers who reported their duty title as MAJCOM Staff Officer spend 10 percent of their time performing airfield operations management tasks which are similar to other officers within the AOF Manager job group identified earlier. While this difference between duty title and work performance exists, it is a reflection of the similarity between officers at the unit level and the MAJCOM level within AFSC 13MX.

Colonel. The two officers within the survey sample who hold the rank of colonel spend the vast majority of their time performing command activities (50 percent). They also spend relatively equal amounts of time performing administrative, airfield operations management, and personnel management activities (15, 14, and 13 percent respectively). As shown in Table 23, colonels perform a number of airfield liaison tasks that lieutenant colonels do not perform. Also, a number of administrative tasks differentiate these two groups of officers. Colonels within this survey sample also show a move away from technical work within airfield operations management toward staff work completion. With this shift also comes a large decrease in tasks performed on the job as colonels perform an average of 68 tasks.

One of the colonels within this sample is categorized within the AOF cluster identified within the **SPECIALTY JOBS** analysis. Specifically, that officer performs work within the AOF Manager job group. The other officer does not perform similar work to any of the job groups identified within the analysis as this officers performs specific airfield liaison duties. When considering the actual duty titles for these officers, one officer is the Director of Airfield Operations at AFFSA while the other reports being an ATC Liaison officer.

Summary of AD Career Progression

As shown within the previous analysis, there is a definitive career progression for AD AFSC 13MX officers. After becoming fully qualified, officers perform technical work within the core responsibilities of the specialty, airfield operations management. Officers progress to command of an AOF at the rank of captain and continue those core airfield operations management activities. However, it is at the captain rank that officers show the opportunity for working in

diverse positions such as combat communications, airspace/combat airspace management, and even staff officer positions. As officers progress to the rank of major, the emphasis on technical expertise shifts toward staff officer competence. However, a significant number of majors continue to perform at AOF/CCs. However, these officers perform much more of a management role within the unit. As officers reach the rank of lieutenant colonel and colonel, the focus of the specialty is staff officer work. Thus, there is a normal progression, as in other AF specialties, of officers performing technical work and management at the company grade ranks with a shift toward staff officer and specialty management at the field grade ranks.

Air National Guard Paygrade Descriptions

This section describes the work performed for ANG officers at different paygrade levels. As with AD officers, the basis for this analysis is the amount of time spent performing duties within the different paygrade levels. Table 24 shows the amount of time spent by ANG officers on the different duties within the job inventory survey across paygrade levels.

ANG First Lieutenant. The two officers from the ANG sample of the survey who hold the rank of first lieutenant spend the majority of their time on the job in four main areas: airfield operations management activities (17 percent), tower/radar air traffic control activities (15 percent), training activities (14 percent), and personnel management activities (14 percent). The officers holding this rank have a very broad performance scope in that they perform an average of 226 tasks.

ANG first lieutenants are categorized solely within the AOF Cluster identified previously. When considering their actual duty titles, both of these officers report the duty title of Chief ATC Officers.

ANG Captain. The four officers holding the rank of captain show a true shift in task performance from the previous grade. ANG captains spend the majority of their time performing personnel management (23 percent), command (20 percent), and airfield operations management activities (13 percent). These officers also have a job of broad scope in that they perform an average of 194 tasks. What truly differentiates these officers from those of a lower rank is the shift away from performing technical tasks while actually controlling aircraft toward personnel and command management.

Similar to AD captains, ANG captains show the most dispersion within the different job groups identified within this analysis. Specifically, two of these officers perform work within the AOF Cluster, one within the AOF/CC job group and the other within the AOF Manager job group. Another officer performs work within the Supervisor job group. The other captain does not perform work that is similar to any of the job groups identified within the analysis. When considering their actual duty titles, two of these officers report being Chief, ATC Officers, one reports being an ATCS/CC. The final officer reports his duty title as "other."

ANG Major. The seven officers who hold the rank of major again show a shift in duty performance from those of a lower rank. Specifically, these officers spend the majority of their time performing personnel management (18 percent), contingency/mobility operations (15 percent), and airfield operations management activities (14 percent). The officers holding this rank also perform a job of broad scope in that they perform an average of 178 tasks. What differentiates these officers from captains is a decrease in the amount of time spent performing personnel management and command activities, while increasing the amount of time spent performing contingency/mobility leadership tasks.

Six of these officers (86 percent) perform work within the AOF Cluster. Specifically, three of these officers perform work within the AOF/CC job group, while one officer serves within each of the other jobs of the cluster: AOF Manager job group, ATCS/CC job group, and the Airfield Systems Flight Commander job group. This information is useful when compared with the actual duty titles for each officer. Five of the officers report holding the position of ATCS/CC, while the other two report being Chief, ATC Officers. Thus, the work these officers perform is in line with their present utilization.

ANG Lieutenant Colonel. It is uncommon for a study to describe the work of one individual officer. However, there are very few AFSC 13MX lieutenant colonels within the ANG, and thus, this description is useful for understanding career progression within the ANG. This officer spends the majority of his time performing resource management (23 percent), personnel management (19 percent), and airfield operations management activities (19 percent). This officer has a job of moderate scope performing 134 tasks. When considering the actual work this officer performs and his actual duty title, there is an exact match as he is an Air Traffic Control Squadron Commander.

Summary of ANG Career Progression

Career progression for officers with the ANG is dissimilar to that of AD officers. While officers begin with technical job performance within ATC at the lowest grade and show a progression to personnel management at the next grade of captain, the progression then differs somewhat from AD officers. As ANG officers reach the grade of major, they perform much more contingency/mobility fieldwork than do AD officers. As officers reach lieutenant colonel, work performance shifts back toward personnel and airfield operations management.

TRAINING ANALYSIS

Occupational survey data are one of many sources of information which can be used to assist in the development of a training program relevant to the needs of personnel in their first assignment or later in their careers. Factors that may be used in evaluating training include the overall description of the job being performed by first-assignment personnel or personnel within another relevant group and their overall distribution across utilization field jobs, as well as TE ratings (previously explained in the **SURVEY METHODOLOGY** section).

First-Assignment Personnel

Based on Figure 2 presented on page 27, one sees that the largest percentages of first-assignment officers, who are not currently in training, perform work within the AOF Cluster and the AOF/DO job group. First-assignment officers are defined as those officers who have 1-48 months time in the AFSC 13MX utilization field. This term is similar to singling out lieutenants within the utilization field, but it also encompasses those who have entered the utilization field after achieving a higher rank than lieutenant. First-assignment training programs should be focused around training the specifics duties and tasks performed within job groups where first-assignment officers specifically perform work, thus making sure officers are prepared for the work they will encounter when entering the field. Also, training should be focused upon a job description for first-assignment officers, which has been provided in Table 25. This job description lists the tasks that first-assignment officers currently perform, no matter the job group in which they have been categorized. The use of this information ensures that a comprehensive training program can be developed based on all the tasks relevant to first-assignment officers.

**DISTRIBUTION OF AFSC 13MX FIRST-ASSIGNMENT
PERSONNEL IN SPECIALTY JOBS**

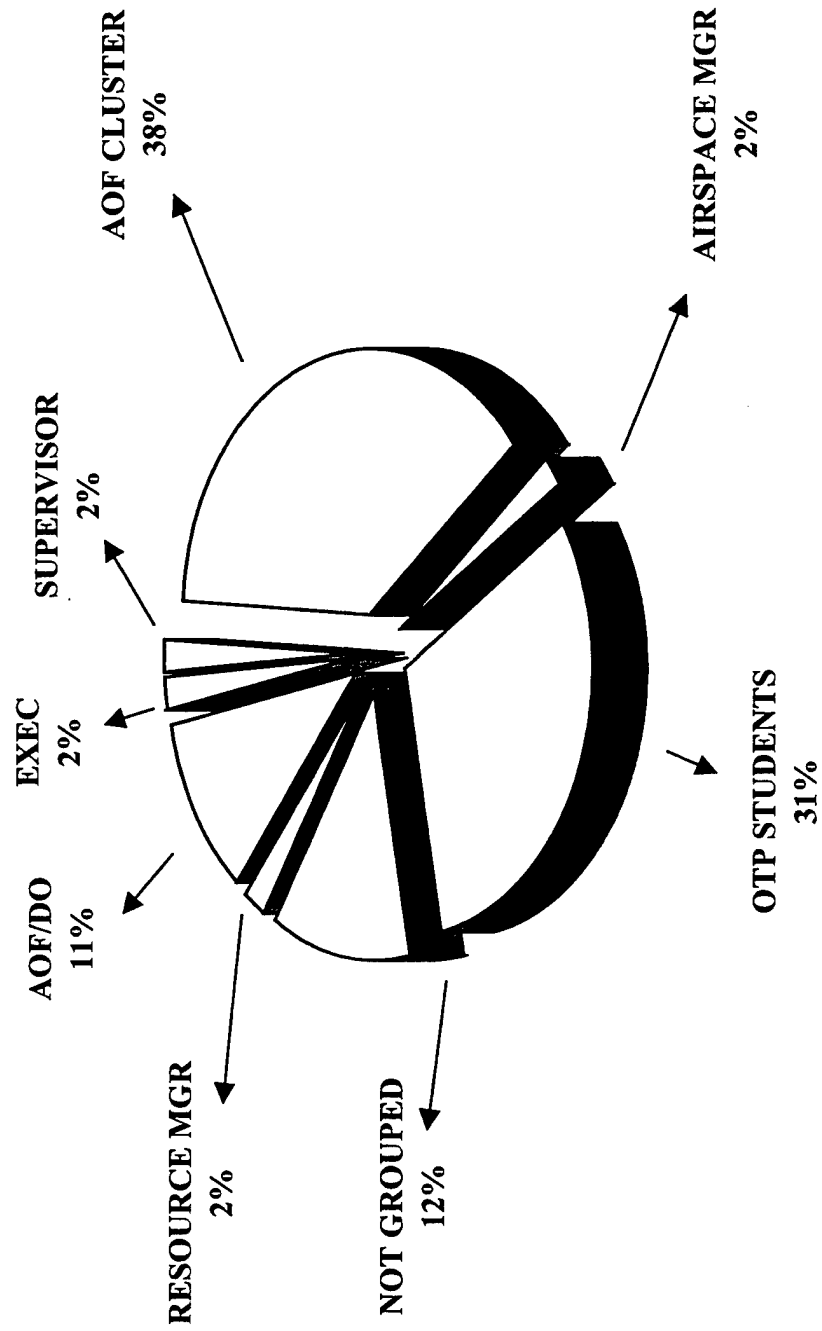


FIGURE 2

Training Emphasis (TE) Data

TE data are a secondary source of information that can be used by technical training school personnel in order to assess which areas of a current training program should receive more or less emphasis. As described in the **SURVEY METHODOLOGY** section of this report, TE data were gathered from subject matter experts in the field regarding the most current Course Training Standard for the introductory Air Traffic Control Officer course as well as AFI 36-2210. Raters provided an assessment of the level of emphasis that each area of the course should receive. As this information has already been used at the 7-10 Dec 98 AFSC 13MX Training Workshop held at Keesler AFB, MS, a table has been developed to show the type of data used at that particular workshop. Specifically, Table 26 shows the most extreme TE ratings (either low or high TE) for training emphasis consideration.

One can see from Table 26 that officers in the field rated areas such as Quality Assurance programs as needing a lower emphasis than other areas. Similarly, the reader can see that airfield management and terminal instrument procedures (TERPS) were given a higher training emphasis rating than most areas. A fully developed TRAINING EXTRACT was provided to the AFSC 13MX Training Workshop attendees in order to show the thoughts of officers in the field on how first-assignment officers should be initially trained at technical school. This information was then used by attendees to reshape the initial training AFSC 13MX officers receive.

Additional Training Information

Specific background questions asked during survey administration shed light on training needs and issues affecting AFSC 13MX officers. A series of tables that show the responses of AD and ANG officers within the different time in utilization field (TIUF) groups to certain questions that deal directly with training has been developed. Information for TIUF groups is presented as it effectively captures all officers who can or will receive initial skills training. Special attention should be paid to the AD 1-48 months TIUF group, as these are the newest officers in the AFSC 13MX utilization field. The work they perform as well as the answers to each background question provides meaningful data when considering training program design. Each table and the data it presents will be discussed in turn.

Table 27 presents the amount of time spent on duties by AD and ANG officers within the different TIUF groups. It is important to note that AD 1-48 months TIUF officers spend the bulk of their duty time performing airfield operations management, personnel management, and resource management activities. It is important to note that there is no significant shift in work performance between both AD TIUF groups which indicates that a training program design based upon this analysis would most likely meet the needs of officers within both tier groups. Note the distinct differences in the amount of time spent on duties between AD and ANG officers. ANG officers spend a significantly larger amount of time performing contingency/mobility activities than do comparable AD officers. Also, ANG officers spend less

time performing airfield operations management activities. These differences should be considered when incorporating and preparing new ANG officers for duty through initial training.

Tables 28-34 present information that is relevant to the operational training AFSC 13MX officers receive. Specifically, Table 28 presents the percentage of officers who have completed the required certifications/ratings for the facilities at their bases. While over 20 percent of first-assignment officers have completed these ratings, the data points out that the majority of officers are still working on completing these ratings. Similarly, Table 29 points out that the tower certifications completed by most first-assignment AD officers are in the Flight Data position and Ground Control position. Concerning radar position certifications, Table 30 shows that AD first-assignment officers are most likely to be certified in the Approach Assist and Approach positions. It should pointed out that in both cases, high percentages of first-assignment AD officers have not completed any certifications in either type of facility. This lack of certification does not mean, however, that officers are not working on their certifications. Tables 31, 32, and 33 show that 58 percent of first-assignment AD officers spend more than 12 hours per month performing actual air traffic control duties, 30 percent of those same officers spend at least 12 or more hours monitoring air traffic, and finally, 59 percent are currently in training to receive their ratings. As this group of officers perform an average of 187 tasks on the job (a very broad job scope), it seems reasonable that most of these officers would find it difficult to have all the required certifications completed along with performing other airfield operations management activities. Table 33 also shows that several factors may also contribute to the fact that most first-assignment AD officers are not certified: officers cite lack of manpower within the unit, additional duties, and being too busy during normal working hours as factors affecting their inability to achieve the required certifications.

As most first-assignment AD officers and ANG officers perform work within the AOF Cluster, specifically within the AOF/CC job group, it is important to determine if additional training is being provided to these officers based on their broad job scope. Table 34 shows the additional training courses young officers have received to supplement their formal training in the Air Traffic Control Officer Course and OTP. Specifically, this chart shows that 44 percent and 27 percent of first-assignment AD officers have completed the Air Traffic Control Training Series courses (ATM-10 and ATM-11 respectively). This chart also points out a low percentage of first-assignment officers have received TERPS training (6 percent). As 52 percent of first-assignment AD officers review TERPS packages on the job and 45 percent of these officers lead personnel in the development of TERPS packages, it seems fundamental that they receive training in this area. This training need is validated, as shown in Table 35, where this group of officers outlines the additional training they consider useful on the job. Fully 50 percent of first-assignment AD officers consider TERPS training as valuable for their daily work performance. High percentages of first and second-assignment AD officers also consider courses in airspace management, financial management, and airfield management as being necessary for their job knowledge.

JOB SATISFACTION ANALYSIS

An examination of the job satisfaction indicators of various groups can give utilization field managers a better understanding of some of the factors which may affect the job performance of officers within their specialty. Attitude questions covering job interest, perceived utilization of talents and training, and sense of accomplishment from work are standard for officer utilization fields. Secondary questions that seek to determine separation intentions and the factors affecting the intention to separate were also included in the survey.

Table 36 shows that AD AFSC 13MX officers across the paygrade spectrum are satisfied with the work they perform. Job interest, training and talent utilization, as well as sense of accomplishment indicators all show very positive results. The data for ANG AFSC 13MX officers is also extremely positive. Table 37 shows that these officers also are extremely satisfied with the work they perform, the use of their talents and training, and their sense of accomplishment.

While dissatisfaction was not found to be an issue for AD officers, the data from this occupational survey shows some disturbing trends in intentions to separate from the Air Force within the AFSC 13MX company grade officer ranks. Specifically, Table 38 shows that 45 percent of second lieutenants, 63 percent of first lieutenants, and 40 percent of captains are either undecided or are intending to separate from the Air Force at the end of their current service commitments. AD field grade officers indicate that they plan to remain in the Air Force for retirement. With the large amount of company grade officers intending to separate from the Air Force, it is important to understand the reasons or factors affecting their intentions to separate.

As understanding the reasons why officers intend to separate is important, this survey project sought to find definitive answers to those questions. Specifically, officers were asked to rate the factors (using a 9 point Likert-type scale) that were either affecting to their decision to remain in or separate from the Air Force. The results from these questions are shown in Table 39 and 40. While Table 39 shows that numerous factors affect company grade officer intentions to separate, inferential statistical analysis was necessary to determine which factors best explain company grade officer intentions to separate. An exploratory multiple regression analysis was conducted which sought to determine which factors were significant in predicting the intention to separate from the Air Force. This overall analysis was found to be significant in predicting the intentions of company grade officer intentions [$F(28, 112) = 9.09, R^2 = 0.69$]. Since the overall list of factors was found to be significant in predicting the intentions of company grade officers, a secondary multiple regression analysis was performed using only those factors which were individually significant or marginally significant in the previous analysis. The secondary analysis reduced the number of factors analyzed from 28 to 10. Again, this secondary multiple regression was found to be significant in predicting the separation intentions of company grade officers, [$F(10, 130) = 23.79, R^2 = 0.65$]. The factors that were found to be significant in predicting company grade officer intentions to separate are availability of civilian jobs, lack of career progression, location of assignments, work schedule, and other. After a careful review of

the "other" factors, these include such things as ability to cross-train, family instability, perception of taskings from leaders, and current training program format.

Similar analyses were conducted to understand the factors that affect the decisions of company grade officers who intend to remain in the Air Force (see Table 40). Again, an exploratory multiple regression analysis was conducted which was found to be significant [$F(28, 112) = 5.93, R^2 = 0.60$]. Again, since the overall list of factors was found to be significant in predicting the intentions of company grade officers, a secondary multiple regression analysis was performed using only those factors which were individually significant or marginally significant in the previous analysis. The secondary analysis reduced the number of factors analyzed from 28 to 8. This secondary multiple regression was found to be significant in predicting the separation intentions of company grade officers to remain in the Air Force, [$F(8, 132) = 19.75, R^2 = 0.55$]. The factors that were found to be significant in predicting company grade officer intentions to remain in the Air Force were retirement benefits, current job responsibilities, career progression, and other. After careful review of the "other" factors, these include enjoying working within the Air Force, job security, military benefits (commissary, BX privileges, medical and dental care for family members, etc.), a sense of serving the United States, and travel opportunities.

While inferential analyses could not be performed to statistically determine which factors are most salient to field grade officers who intend to remain the Air Force, an examination of Table 40 shows the factors of which affect these officers. The factors of availability of assignments, retirement benefits, esprit de corps, job responsibilities, career progression, pay or allowances, promotion opportunities and quality of coworkers are the all important to the largest percentages of these officers.

Table 41 shows the future intentions of ANG officers. Similar to AD field grade officers, all ANG officers indicate an intention to remain in the Air Force. An examination of Table 42 shows that the factors of retirement benefits, career progression, command opportunities, and recognition of one's efforts are important in affecting the intentions of ANG officers.

SPECIAL ISSUES

Each occupational analysis project allows scientists the opportunity to answer specific questions that are asked by various interested parties throughout the Air Force. As there were numerous background questions presented within the occupational survey itself, there are numerous elements to this section of the report. Each element will be discussed separately.

CONUS vs. Overseas Personnel

Two sets of analyses are conducted in order to determine job performance differences and similarities between officers assigned to CONUS locations and those overseas. Specifically, those officers who perform work within the Core AOF/CC job group and the Airspace/Combat Airspace Manager job group are those who have at least 30 percent of their members assigned overseas. Thus, looking for meaningful performance differences and similarities should be conducted for these groups.

Concerning those officers performing work within the Core AOF/CC job group, there are no significant performance differences between officers assigned within the United States and those abroad. Table 43 shows that no differences exist across duty performance. Also, CONUS and overseas officers perform a very similar number of tasks (an average of 253 and 238 respectively). Analysis data shows an 87 percent overlap in job tasks as well between these groups of officers. Only small differences in individual tasks can be found as shown in Table 44. Specifically, here it can be seen that CONUS officers perform more actual air traffic control tasks, while more overseas officers perform tasks integral to host-nation negotiations.

Concerning those officers performing work within the Airspace/Combat Airspace Manager job group, there are some differences in the work that is performed. While CONUS and overseas officers perform similar numbers of tasks (67 and 74 respectively), there are emphasis differences between these groups of officers. Specifically, as shown in Table 45, CONUS officers within the Airspace/Combat Airspace Manager job group spending 7 percent more time performing training activities, while overseas officers spend 12 percent more time performing airspace/combat airspace activities. Specific tasks that best differentiate between CONUS and overseas airspace/combat airspace managers can be found in Table 46.

While there are some differences between officers stationed within US and those abroad within the Airspace/Combat Airspace Manager job group, there is no true difference between officers within the largest job group of the AFSC 13MX utilization field. Training and preparation considerations should be made concerning officers who are assigned to airspace or combat airspace manager positions abroad to ensure they are fully prepared for the work they will encounter.

MAJCOM

As it is important to determine if differences in job performance exist for CONUS versus overseas personnel, it is also important to determine if performance differences exist between officers assigned to the different MAJCOMs. Table 47 shows the relative percent time spent on duties by officers assigned within the different MAJCOMs of the USAF. Analysis of this information indicates that only slight differences occur between MAJCOMs.

Specifically, AETC personnel spend fully 31 percent of their duty time performing tower/radar air traffic control and training activities. This makes sense when considering the mission of AETC. It is also important to point out that AFSOC, PACAF, and ACC personnel

all spend more time performing airspace/combat airspace management activities. AFFSA personnel were found to complete much more administrative and command activities than any other organization. Finally, ANG officers spend 13 percent (far more than other commands) completing contingency/mobility operations activities.

While this analysis speaks to global differences between the MAJCOMs, it is important to determine if the main job within this specialty, the Core AOF/CC job group, is different when considered across commands. Table 48 shows the relative percent time spent across all MAJCOMs by officers within this job group. This table clearly shows that officers working within AOF/CC positions across the MAJCOMs perform essentially the same work. No one MAJCOM performs differently when considering the work performed by AOF/CCs.

Education Analysis

An analysis of the education levels of officers within this utilization field was conducted in order to both validate the current requirements for officers entering this field, and also in order to provide useful information to technical training school personnel. Information presented here delineates the levels and types of degrees most often held by AFSC 13MX AD as well as ANG officers and also the level of Professional Military Education completed.

Tables 49, 50, and 51 show the education levels, types of degrees, and level of PME attained by AD AFSC 13MX officers. An investigation of Table 49 shows that as AD AFSC 13MX officers progress in rank, their education levels also increase. When considering the type of undergraduate degree achieved, there is a fairly even split between number of officers holding technical and non-technical degrees across paygrade. For graduate level education, non-technical degrees have been obtained by the majority of Master's degreed officers. Finally, AD officers show a solid progression of completing the required PME courses after attaining the rank of captain. A description of the education of AD officers would be incomplete without describing the amount of prior-enlisted experience gained. Table 52 shows across all paygrades, an average of 27 percent of each group of officers has some prior-enlisted experience. The majority of this third of AD officers has at least 4-6 years of prior-enlisted experience.

ANG officers show a somewhat different trend in education level than AD officers. Tables 53, 54, and 55 display the level of education, types of degrees, and level of PME achieved by ANG officers. Specifically, most field grade officers have not achieved a Master's degree as most AD field grade officers. ANG officers most often have undergraduate degrees in non-technical subject areas, and those with Master's degrees have also completed them in non-technical subject areas. Finally, similar to AD officers, ANG AFSC 13MX officers show a progression of completing PME courses after attaining the rank of captain. It is also important to note the amount of prior-enlisted time achieved by ANG officers. Seventy-seven percent of ANG officers have at least 4-6 years of prior enlisted experience.

Additional Duty Analysis

This analysis deals with the work that is performed by AFSC 13MX officers in addition to their normal duties. No comparative data exists with which to compare different specialties concerning the amount of additional duties performed, but this information gives personnel managers an indication of the extra work officers are required to perform. To begin, Table 56 shows the amount of time AD officers spend per month performing additional duties. This table indicates that most officers (excluding lieutenants) spend less than 10 hours per month performing additional duties. However, 40 percent of AD first lieutenants spend more than 15 hours per month performing additional duties. Previous analyses mentioned with the **PAYGRADE AND CAREER PROGRESSION ANALYSIS** noted that first lieutenants complete an average of 153 tasks on the job. Large percentages of these officers perform additional duties such as unit self-assessment monitor, major accident response team member, general ceremony coordinator, airshow coordinator for ATC issues, and disaster preparedness monitor (see Table 57).

ANG officers spend a similar amount of time performing additional duties. Table 58 shows the amount of time spent by ANG officers performing additional duties. Again, the majority of officers spend less than 10 hours per month performing these types of activities. Large percentages of ANG officers perform the following additional duties: unit self-assessment monitor, facility utilization board member, general ceremony coordinator, and resource advisor (see Table 59).

Automation for ATC System Acquisition and Training

This analysis deals with reporting the results of background questions from the occupational survey they dealt with automation for the future. Specifically, survey respondents were asked to rate the level of automation that future ATC systems should have based upon a previously developed scale (Wickens, 1998). Table 60 shows both the types of future systems and the scale used to rate each system. Results using this measure of level of automation were combined across all survey respondents. The majority of survey respondents feel only one future system should be fully automated or only require human veto control over automated decision: automated NOTAM distribution. Survey respondents indicated that many of these future ATC systems should be automated such that computer generated options are produced so that human intervention is required for decision making.

Similar to the future systems, survey respondents were asked to rate the usefulness of future ATC training devices or systems. Both the systems and the scale used to rate their perceived usefulness are shown in Table 61. The results from these questions show that the vast majority of AFSC 13MX officers perceive systems that could digitally record controller messages and actions, track phraseology errors, record separation errors, and provide training reference information to trainees as useful or extremely useful tools for the future.

TDY/Deployment Analysis

The final analysis of this study deals with the amount of time AFSC 13MX officers have spent on temporary duty or deployments during the past 36 months. Table 62 shows the largest percentages of AD officers have been deployed more than 121 days during the past 3 years. Also, fairly large percentages of officers have been TDY or deployed between 60-120 days during the past three years. The findings for ANG officers are somewhat different regarding TDY and deployments. The largest numbers of officers across ANG paygrade groups have been TDY or deployed between 1-60 days during the past 3 years. However, ANG majors have been deployed the most (over 121 days) according to self-report data. These findings indicate, for both AD and ANG officers, that they are being sent on TDY and deployments at a fairly steady pace each year, in addition to completing quite of number of tasks on the job.

IMPLICATIONS

There are numerous implications from this study of the AFSC 13MX utilization field. First and foremost, the specialty job analysis pointed out that one cluster of smaller underlying jobs and nine independent jobs exist within the field. This information should be considered by utilization field managers to better equip and use personnel to meet the ever-changing needs of the Air Force.

Secondly, the DAFSC and Paygrade analyses provided solid evidence that as officers progress through the ranks, they move from technical expertise to supervisory and staff work. This progression is not dramatically different from other typical Air Force specialties. On the same note, training analysis information has outlined not only the basis for training programs for first-assignment officers, but also described future courses that AFSC 13MX officers feel would be useful on the job.

While job satisfaction was found to be high within this study, utilization field managers should seek to attend to the somewhat alarming intentions of company grade officers as they contemplate separating from the Air Force. Interestingly, the perception of career progression was found to be both a negative factor affecting the intentions of CGOs who plan to separate and a positive factor affecting the intentions of those who plan to remain in the Air Force. Utilization field managers should seek to clarify and publicize the "true" progression of AFSC 13MX officers.

Finally, the special issues analyses have provided specific answers to utilization field questions regarding performance differences between groups and even provided useful information for the development of automated systems. These analyses have shown that there are only small differences between AFSC 13MX officers assigned within the United States and those abroad.

This occupational analysis project has accomplished the goals for which it was initiated. This analysis has developed a solid picture of career progression for AFSC 13MX officers, determined how officers are currently being utilized within the field, validated the need for

change within the AFSC 13MX training structure, assessed the job satisfaction of utilization field incumbents, determined the intentions of AFSC 13MX officers, and provided empirical answers to specific utilization field questions. The overall health of the AFSC 13MX utilization field is strong, however, AFSC 13MX leaders must seek to affect the perceptions of company grade officers now to prevent a mass exodus of officers in the future.

REFERENCE

Wickens, Christopher D. Free Flight and Its Relationship to Air Traffic Control Automation. Proceedings of the 1998 Behavioral Science Symposium. (pp.268-275). Colorado Springs, CO. Department of Behavioral Science and Leadership, United States Air Force Academy.

APPENDIX A

TABLES 6-63 WHICH ARE REFERENCED WITHIN BODY OF OSR

TABLE 6

AVERAGE PERCENT TIME SPENT ON DUTIES BY SPECIALTY JOBS

DUTIES	AO CLUSTER STG032 (N=109)	AIRSPACE/C OMBAT AIRSPACE JOB STG029 (N=12)	HQ USAF STAFF JOB STG 035 (N=10)	RESOURCE MANAGER JOB STG051 (N=3)	AO/DO JOB STG040 (N=7)
A AIRFIELD OPERATIONS MANAGEMENT ACTIVITIES	19	5	7	17	32
B BASE OPERATIONS ACTIVITIES	2	0	0	1	1
C ATC PROCEDURE MANAGEMENT ACTIVITIES	5	2	0	2	5
D AIRFIELD MANAGEMENT ACTIVITIES	5	0	0	2	4
E COMMAND ACTIVITIES	12	9	36	13	12
F ADMINISTRATIVE ACTIVITIES	10	11	37	10	6
G PERSONNEL MANAGEMENT ACTIVITIES	17	6	3	6	6
H TOWER/RADAR AIR TRAFFIC CONTROL ACTIVITIES	3	0	0	2	12
I RESOURCE MANAGEMENT ACTIVITIES	12	1	10	38	10
J TRAINING ACTIVITIES	6	6	1	4	7
K CONTINGENCY/MOBILITY OPERATIONS ACTIVITIES	4	4	2	2	2
L WAR PLANNING ACTIVITIES	1	1	1	0	1
M AIRSPACE OR COMBAT AIRSPACE MANAGEMENT ACTIVITIES	3	56	3	1	1

NOTE: Columns may not add to 100 percent due to rounding.

TABLE 6 (continued)

AVERAGE PERCENT TIME SPENT ON DUTIES BY SPECIALTY JOBS

DUTIES	MACOM STAFF JOB STG037 (N=4)	EXECUTIVE/ OPS OFFICER JOB STG054 (N=4)	SUPERVISOR JOB STG041 (N=8)	OTP INSTRUCTOR JOB STG0162 (N=2)	OTP STUDENT JOB STG011 (N=20)
A AIRFIELD OPERATIONS MANAGEMENT ACTIVITIES	32	5	2	10	6
B BASE OPERATIONS ACTIVITIES	0	0	0	1	0
C ATC PROCEDURE MANAGEMENT ACTIVITIES	0	0	0	1	2
D AIRFIELD MANAGEMENT ACTIVITIES	4	1	1	0	1
E COMMAND ACTIVITIES	18	35	18	15	5
F ADMINISTRATIVE ACTIVITIES	15	14	17	11	25
G PERSONNEL MANAGEMENT ACTIVITIES	22	32	40	24	2
H TOWER/RADAR AIR TRAFFIC CONTROL ACTIVITIES	0	1	1	5	36
I RESOURCE MANAGEMENT ACTIVITIES	7	8	14	3	1
J TRAINING ACTIVITIES	1	1	3	31	23
K CONTINGENCY/MOBILITY OPERATIONS ACTIVITIES	0	1	1	1	0
L WAR PLANNING ACTIVITIES	0	1		0	0
M AIRSPACE OR COMBAT AIRSPACE MANAGEMENT ACTIVITIES	0	0	3	0	

NOTE: Columns may not add to 100 percent due to rounding.

TABLE 7

AVERAGE PERCENT TIME SPENT ON DUTIES BY OFFICERS WITHIN THE AOF CLUSTER JOB GROUPS

DUTIES	AOF MANAGEMENT JOB STG064 (N=25)	ANG SQ/CC JOB STG081 (N=2)	CORE AOF/CC JOB STG066 (N=74)	AIRFIELD SYSTEMS FLT/CC JOB STG073 (N=4)
A AIRFIELD OPERATIONS MANAGEMENT ACTIVITIES	11	17	22	9
B BASE OPERATIONS ACTIVITIES	0	1	3	1
C ATC PROCEDURE MANAGEMENT ACTIVITIES	1	2	7	2
D AIRFIELD MANAGEMENT ACTIVITIES	1	1	6	2
E COMMAND ACTIVITIES	20	12	10	9
F ADMINISTRATIVE ACTIVITIES	18	8	8	7
G PERSONNEL MANAGEMENT ACTIVITIES	21	21	16	16
H TOWER/RADAR AIR TRAFFIC CONTROL ACTIVITIES	0	3	3	1
I RESOURCE MANAGEMENT ACTIVITIES	18	19	9	10
J TRAINING ACTIVITIES	3	5	8	9
K CONTINGENCY/MOBILITY OPERATIONS ACTIVITIES	3	8	4	26
L WAR PLANNING ACTIVITIES	1	1	1	2
M AIRSPACE OR COMBAT AIRSPACE MANAGEMENT ACTIVITIES	3	2	2	7

NOTE: Columns may not add to 100 percent due to rounding.

TABLE 8

SELECTED BACKGROUND DATA FOR SPECIALTY JOBS

	AOF CLUSTER STG032 (N=109)	AIRSPACE/C OMBAT AIRSPACE JOB STG029 (N=12)	HQ USAF STAFF JOB STG 035 (N=10)	RESOURCE MANAGER JOB STG051 (N=3)	AO/DO JOB STG040 (N=7)
PERCENT OF SAMPLE	55	6	5	2	4
PERCENT IN CONUS	72	67	100	100	86
DAFSC DISTRIBUTION BY QUALIFICATION LEVEL					
13M1	0	0	0	0	0
13M3	78	25	10	67	100
13M4	15	75	90	33	0
30C0	3	0	0	0	0
83R0	1	0	0	0	0
92S0	1	0	0	0	0
PAYGRADE DISTRIBUTION					
SECOND LIEUTENANT	2	0	0	0	0
FIRST LIEUTENANT	14	0	0	33	100
CAPTAIN	53	75	50	67	0
MAJOR	19	25	30	0	0
LT COLONEL	11	0	20	0	0
COLONEL	1	0	0	0	0
PREDOMINANT MAJCOMS					
	AETC/AMC/ USAFE/PACAF/ ACC	AFSOC/ACC/ PACAF	AFSSA	AFSSA/ACC/ AFMC	ACC/AMC/ AETC/AFSOC
AVERAGE TIUF (MOS)	100	103	158	73	17
AVERAGE TAFMS (MOS)	146	127	190	166	38
AVERAGE NUMBER OF TASKS PERFORMED	225	69	38	72	78

TABLE 8 (continued)

SELECTED BACKGROUND DATA FOR SPECIALTY JOBS

	MACOM STAFF JOB STG037 (N=4)	EXECUTIVE OFFICER JOB STG054 (N=4)	SUPERVISOR JOB STG041 (N=8)	INSTRUCTOR JOB STG0162 (N=2)	OTP STUDENT JOB STG011 (N=20)
PERCENT OF SAMPLE PERCENT IN CONUS	2 100	2 75	4 100	1 100	10 100
DAFSC DISTRIBUTION BY QUALIFICATION LEVEL					
13M1	0	0	0	0	100
13M3	0	25	63	100	0
13M4	75	0	25	0	0
13B4	25	0	0	0	0
30C0	0	25	0	0	0
83R0	0	0	0	0	0
86M0	0	25	12	0	0
88P0	0	25	0	0	0
92S0	0	0	0	0	0
PAYGRADE DISTRIBUTION					
SECOND LIEUTENANT	0	0	0	0	75
FIRST LIEUTENANT	0	25	13	0	20
CAPTAIN	75	25	63	100	5
MAJOR	0	25	13	0	0
LT COLONEL	0	25	13	0	0
COLONEL	25	0	0	0	0
PREDOMINANT MAJCOMS					
AVERAGE TIUF (MOS)	ACC/AFMC 118	AMC 118	ACC/AETC 118	AETC 87	AETC 8
AVERAGE TAFMS (MOS)	169	197	142	157	38
AVERAGE NUMBER OF TASKS PERFORMED	72	55	86	111	12

TABLE 9

SELECTED BACKGROUND DATA FOR JOBS IN AIRFIELD OPERATIONS FLIGHT CLUSTER

	AOF MANAGEMENT JOB STG064 (N=25)	ANG SQ/CC JOB STG081 (N=2)	CORE AOF/CC JOB STG066 (N=74)	AIRFIELD SYSTEMS FLT/CC JOB STG073 (N=4)
PERCENT OF SAMPLE	13	1	38	2
PERCENT IN CONUS	72	100	70	100
DAFSC DISTRIBUTION BY QUALIFICATION LEVEL				
13M1	0	0	1	0
13M3	28	100	93	100
13M4	52	0	3	0
13B3	0	0	1	0
30C0	12	0	0	0
83R0	4	0	0	0
91C0	4	0	0	0
92S0	0	0	1	0
PAYGRADE DISTRIBUTION				
SECOND LIEUTENANT	0	0	3	0
FIRST LIEUTENANT	0	0	19	0
CAPTAIN	32	0	59	75
MAJOR	24	50	18	25
LT COLONEL	40	50	1	0
COLONEL	4	0	0	0
PREDOMINANT MAJCOMS				
	AETC/ACC/ PACAF	ANG	AMC/AETC/ USAFE/PACAF/ ACC	ACC
AVERAGE TIUF (MOS)	173	174	76	73
AVERAGE TAFMS (MOS)	239	251	115	118
AVERAGE NUMBER OF TASKS PERFORMED	169	139	249	270

TABLE 10

AVERAGE PERCENT TIME SPENT ON DUTIES BY DAFSC GROUPS

DUTIES	DAFSC 13M1 (N=24)	DAFSC 13M3 (N=100)	DAFSC 13M4 (N=46)	ANG DAFSC 13M3 (N=13)
A AIRFIELD OPERATIONS MANAGEMENT ACTIVITIES	13	19	13	14
B BASE OPERATIONS ACTIVITIES	1	2	1	1
C ATC PROCEDURE MANAGEMENT ACTIVITIES	1	6	1	3
D AIRFIELD MANAGEMENT ACTIVITIES	2	5	1	2
E COMMAND ACTIVITIES	11	11	22	14
F ADMINISTRATIVE ACTIVITIES	21	9	20	7
G PERSONNEL MANAGEMENT ACTIVITIES	2	15	14	19
H TOWER/RADAR AIR TRAFFIC CONTROL ACTIVITIES	26	5	0	5
I RESOURCE MANAGEMENT ACTIVITIES	1	11	10	11
J TRAINING ACTIVITIES	18	8	2	8
K CONTINGENCY/MOBILITY OPERATIONS ACTIVITIES	0	4	2	13
L WAR PLANNING ACTIVITIES	0	1	1	1
M AIRSPACE OR COMBAT AIRSPACE MANAGEMENT ACTIVITIES	4	4	13	2

NOTE: Columns may not add to 100 percent due to rounding.

TABLE 11

REPRESENTATIVE TASKS PERFORMED BY OFFICERS WITH DAFSC 13M1

TASKS		PERCENT MEMBERS PERFORMING (N=24)
A0008	Attend AOB meetings	58
F0249	Read technical publications, such as regulations, standards, or reports	46
J0471	Participate in formal training courses	38
F0248	Read current periodicals and journals relating to field of work	38
H0347	Operate local control position	29
H0339	Operate approach control assistant position	25
H0345	Operate flight data position	25
H0338	Coordinate air traffic data with other controllers or aircrews	25
H0335	Control aircraft using International Civilian Aviation Organization (ICAO) or FAA rules and procedures	21
J0426	Complete position certifications for required tower positions	21
H0340	Operate approach control position	21
H0349	Operate radar simulator	21
E0172	Conduct tours of facilities or equipment	17
J0425	Complete position certifications for required RAPCON positions	17
E0198	Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting	17
D0133	Attend wing-level BASH meetings	17
A0090	Visit local satellite airports in support of MACA programs	13
F0253	Review customer service evaluation reports	13
H0350	Operate tower communications equipment	13
E0184	Escort dignitaries, DVs, or other visitors	13
E0190	Evaluate workload requirements	8
A0013	Complete local facility operations guide (FOG) checklist procedures	8
H0346	Operate ground control position	8
G0318	Participate in unit sponsorship program	8
M0569	Coordinate airspace matters with DoD, FAA, host nation, US Embassy, or coalition forces	4
M0566	Brief aircrews on airspace procedures and local specifics	4
M0570	Coordinate airspace requirements for all aircraft types for US and coalition forces	4

TABLE 12

REPRESENTATIVE TASKS PERFORMED BY OFFICERS WITH DAFSC 13M3

TASKS		PERCENT MEMBERS PERFORMING (N=100)
A0001	Answer queries from operations group commander or equivalent	88
A0008	Attend AOB meetings	86
F0232	Draft or write point, position, or talking papers	85
E0198	Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting	84
G0324	Review EPRs	81
G0266	Advise subordinates on unit policies or procedures	81
G0300	Draft or write letters of appreciation or reprimand	78
B0091	Complete flightline driver's familiarization program	78
A0033	Draft or write minutes of AOB or ATCALS meetings	76
A0020	Coordinate AOB or ATCALS meeting agendas	76
A0023	Coordinate development of base airfield operations instructions (OIs)	75
G0329	Review recommendations for general awards or decorations	75
E0170	Conduct general meetings, such as staff meetings, conferences, or workshops	75
A0063	Prepare required AOB meeting briefings	74
E0159	Advise commanders or staff agency personnel on matters, such as capabilities, procedures, or programs	74
G0296	Draft or write enlisted performance reports (EPRs)	74
G0302	Draft or write recommendations for general decorations or awards	74
A0052	Investigate ATC complaints	74
F0233	Draft or write policy or procedure letters	74
G0267	Approve or disapprove leaves or passes	74
E0200	Participate in staff committees, reviews, or working groups	73
D0134	Conduct or participate in airfield inspections	73
A0019	Coordinate AOB briefings with unit personnel	73
G0274	Assign special projects to personnel	73
A0034	Draft or write recommendations for ATC and airfield management quarterly or annual awards	73
A0051	Interpret ATC policies for customers	72
G0287	Counsel incoming personnel	72
D0133	Attend wing-level BASH meetings	72
E0199	Participate in professional meetings or conferences	71
E0172	Conduct tours of facilities or equipment	71
G0326	Review letters of appreciation or reprimand	71
A0083	Schedule ATC meetings	71
G0328	Review personnel records	71
G0273	Assign personnel to additional duties or details	71
A0016	Conduct briefings during AOB meetings	70
A0079	Review minutes of AOB meetings	70
G0289	Counsel personnel on personal or military-related matters	70
F0249	Read technical publications, such as regulations, standards, or reports	69
G0311	Evaluate personnel for compliance with military standards	69
G0305	Endorse EPRs	69
E0182	Direct administrative functions	68

TABLE 13

TASKS THAT BEST DIFFERENTIATE BETWEEN DAFSC 13M1
AND DAFSC 13M3 OFFICERS
(PERCENT MEMBERS PERFORMING)

TASK	TITLE	DAFSC 13M1 (N=24)	DAFSC 13M3 (N=100)	DIFFERENCE
A0001	Answer queries from operations group commander or equivalent	4	88	-84
G0324	Review EPRs	0	81	-81
F0232	Draft or write point, position, or talking papers	4	85	-81
G0300	Draft or write letters of appreciation or reprimand	0	78	-78
G0266	Advise subordinates on unit policies or procedures	4	81	-77
G0329	Review recommendations for general awards or decorations	0	75	-75
G0302	Draft or write recommendations for general decorations or awards	0	74	-74
F0233	Draft or write policy or procedure letters	0	74	-74
G0267	Approve or disapprove leaves or passes	0	74	-74
G0274	Assign special projects to personnel	0	73	-73
G0287	Counsel incoming personnel	0	72	-72
A0033	Draft or write minutes of AOB or ATCALS meetings	4	76	-72
G0328	Review personnel records	0	71	-71
G0273	Assign personnel to additional duties or details	0	71	-71
G0326	Review letters of appreciation or reprimand	0	71	-71
A0083	Schedule ATC meetings	0	71	-71
E0170	Conduct general meetings, such as staff meetings,	4	75	-71
A0023	Coordinate development of base airfield operations instructions (OIs)	4	75	-71
G0289	Counsel personnel on personal or military-related matters	0	70	-70
E0159	Advise commanders or staff agency personnel on matters, such as capabilities, procedures, or programs	4	74	-70
G0296	Draft or write enlisted performance reports (EPRs)	4	74	-70
A0063	Prepare required AOB meeting briefings	4	74	-70
A0052	Investigate ATC complaints	4	74	-70
G0305	Endorse EPRs	0	69	-69
G0311	Evaluate personnel for compliance with military standards	0	69	-69
A0019	Coordinate AOB briefings with unit personnel	4	73	-69
E0200	Participate in staff committees, reviews, or working groups	4	73	-69
A0034	Draft or write recommendations for ATC and airfield management quarterly or annual awards	4	73	-69

TABLE 14

REPRESENTATIVE TASKS PERFORMED BY ANG DAFSC 13M3 OFFICERS

TASKS		PERCENT MEMBERS PERFORMING (N=13)
G0316	Interview job applicants	92
J0473	Participate in recurrent ancillary/mobility training	92
F0257	Review ORI or ORE reports	92
G0287	Counsel incoming personnel	92
A0055	Lead preparation efforts for operational readiness inspections (ORIs) or operational readiness exercises (OREs)	85
E0198	Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting	85
E0170	Conduct general meetings, such as staff meetings, conferences, or workshops	85
K0527	Participate in mobility exercise planning meetings	85
E0199	Participate in professional meetings or conferences	85
G0289	Counsel personnel on personal or military-related matters	85
G0279	Conduct supervisory performance feedback sessions	85
G0274	Assign special projects to personnel	85
G0270	Approve or disapprove recommendations for general awards or decorations	85
E0178	Determine unit goals or objectives	77
E0182	Direct administrative functions	77
E0200	Participate in staff committees, reviews, or working groups	77
G0312	Evaluate personnel for promotion, demotion, reclassification, or special awards	77
E0207	Provide inputs for commander's calls	77
G0273	Assign personnel to additional duties or details	77
G0317	Investigate personnel problems	77
G0288	Counsel personnel concerning career opportunities	77
F0232	Draft or write point, position, or talking papers	77
G0302	Draft or write recommendations for general decorations or awards	77
G0278	Conduct job position interviews	77
K0489	Assign personnel to mobility positions	77
E0193	Interpret official publications, policy, directives, or procedures for subordinates	77
A0001	Answer queries from operations group commander or equivalent	77
G0314	Initiate promotion actions	77
G0323	Recommend promotions, demotions, or reclassification actions	77
K0513	Don or doff chemical warfare personal protective clothing	77
K0491	Brief deploying personnel	77
J0423	Complete ATM 10 training course	69
I0401	Plan deployments of equipment or personnel	69
E0202	Plan general meetings, such as staff meetings, conferences, or workshops	69
K0539	Review availability status of personnel for deployments	69
E0159	Advise commanders or staff agency personnel on matters, such as capabilities, procedures, or programs	69

TABLE 15
TASKS THAT BEST DIFFERENTIATE BETWEEN AD
AND ANG AFSC 13M3 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASK	AD 13M3 (N=100)	ANG 13M3 (N=13)	DIFFERENCE
G0324 Review EPRs	81	23	58
C0130 Review and initial all ATC daily event logs	65	15	50
B0101 Review and initial all base operations daily event logs	57	8	49
D0157 Verify review of airfield waiver packages by appropriate personnel	54	8	46
I0380 Draft or write reclusas to contingency deployment taskings	46	0	46
G0305 Endorse EPRs	69	23	46
D0152 Supervise maintenance of runways, taxiways, parking areas, lights, and airfield signage	44	0	44
A0063 Prepare required AOB meeting briefings	74	31	43
G0296 Draft or write enlisted performance reports (EPRs)	74	31	43
D0138 Coordinate annual airfield waivers with major commands (MAJCOMs), Air Force Flight Standards Agency (AFFSA) or appropriate base flying authorities	58	15	43
I0378 Draft or write manning assistance or manning difficulty letters	50	8	42
D0134 Conduct or participate in airfield inspections	73	31	42
B0099 Review changes to FLIPs	65	23	42
G0316 Interview job applicants	26	92	-66
K0527 Participate in mobility exercise planning meetings	25	85	-60
G0314 Initiate promotion actions	18	77	-59
K0514 Erect or tear down mobile ATC facilities	4	62	-58
G0333 Verify unit training assembly (UTA) attendance	4	62	-58
J0472 Participate in mandatory physical training	12	69	-57
K0491 Brief deploying personnel	24	77	-53
G0278 Conduct job position interviews	27	77	-50
K0531 Position mobile ATC equipment or support equipment	5	54	-49
K0517 Establish mobility or contingency positions for exercises	7	54	-47
K0489 Assign personnel to mobility positions	32	77	-45
K0526 Operate portable radios, such as field radios, during contingency exercises or operations	17	62	-45
G0323 Recommend promotions, demotions, or reclassification actions	33	77	-44
K0492 Brief unit family members concerning activation of military benefits at time of deployment	10	54	-44
J0473 Participate in recurrent ancillary/mobility training	49	92	-43
G0304 Endorse civilian performance appraisals	27	69	-42

TABLE 16

REPRESENTATIVE TASKS PERFORMED BY DAFSC 13M4 OFFICERS

TASKS		PERCENT MEMBERS PERFORMING (N=46)
F0232	Draft or write point, position, or talking papers	87
E0199	Participate in professional meetings or conferences	83
E0200	Participate in staff committees, reviews, or working groups	80
E0198	Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting	76
E0159	Advise commanders or staff agency personnel on matters, such as capabilities, procedures, or programs	76
F0248	Read current periodicals and journals relating to field of work	74
F0249	Read technical publications, such as regulations, standards, or reports	70
E0160	Advise Headquarters USAF or Department of Defense (DoD) staff agencies on applicability of standards and criteria	65
F0256	Review official publications, such as instructions, manuals, or other directives	65
F0240	Draft or write staff studies or staff summaries	63
F0262	Review staff studies or staff summaries	63
F0263	Review supplements or changes to directives, such as instructions, manuals, or indexes	63
E0170	Conduct general meetings, such as staff meetings, conferences, or workshops	63
A0001	Answer queries from operations group commander or equivalent	57
F0223	Coordinate changes to official publications, policy, or procedures with higher headquarters personnel	54
F0231	Draft or write official publications, such as instructions, manuals, or directives	54
A0006	Approve or disapprove requests for waivers to instructions, manuals, or directives	54
F0233	Draft or write policy or procedure letters	52
E0202	Plan general meetings, such as staff meetings, conferences, or workshops	52
G0285	Coordinate requests for temporary duty (TDY) orders with appropriate agencies	52
G0302	Draft or write recommendations for general decorations or awards	52
G0267	Approve or disapprove leaves or passes	52
E0161	Advise subordinate units on changes to instructions, manuals, or supplements	50
E0204	Prepare briefings concerning information not related to ATC	50
E0162	Analyze data trends	50
F0252	Review classified reports, messages, or documents	48
G0274	Assign special projects to personnel	48
G0296	Draft or write enlisted performance reports (EPRs)	46
A0051	Interpret ATC policies for customers	46
E0193	Interpret official publications, policy, directives, or procedures for subordinates	46
F0245	Evaluate MOUs or MOAs	46
F0241	Draft or write supplements or changes to directives, such as instructions, manuals, or indexes	46
A0047	Evaluate requests for waivers to instructions, manuals, or directives	46
F0251	Review after-action reports	46
G0266	Advise subordinates on unit policies or procedures	46
G0290	Determine work priorities for subordinates	46
G0300	Draft or write letters of appreciation or reprimand	46

TABLE 17

TASKS THAT BEST DIFFERENTIATE BETWEEN DAFSC 13M3
AND DAFSC 13M4 OFFICERS
(PERCENT MEMBERS PERFORMING)

TASK	DAFSC 13M3 (N=100)	DAFSC 13M4 (N=46)	DIFFERENCE
B0091 Complete flightline driver's familiarization program	78	0	78
A0019 Coordinate AOB briefings with unit personnel	73	0	73
A0008 Attend AOB meetings	86	13	73
D0133 Attend wing-level BASH meetings	72	0	72
A0063 Prepare required AOB meeting briefings	74	2	72
A0016 Conduct briefings during AOB meetings	70	0	70
A0023 Coordinate development of base airfield operations instructions (OIs)	75	7	68
A0033 Draft or write minutes of AOB or ATCALS meetings	76	9	67
J0423 Complete ATM 10 training course	68	2	66
A0020 Coordinate AOB or ATCALS meeting agendas	76	11	65
C0130 Review and initial all ATC daily event logs	65	0	65
A0034 Draft or write recommendations for ATC and airfield management quarterly or annual awards	73	11	62
A0012 Complete local ATSEP checklist procedures	66	4	62
A0024 Coordinate disposition and distribution of ATC voice-recorder tapes or other records pertaining to aircraft accidents or incidents	63	2	61
A0036 Draft or write responses to open ATSEP items	67	7	60
D0134 Conduct or participate in airfield inspections	73	13	60
H0338 Coordinate air traffic data with other controllers or aircrews	62	2	60
C0107 Coordinate ATC considerations for airshows with base flying authorities	63	4	59
E0160 Advise Headquarters USAF or Department of Defense (DoD) staff agencies on applicability of standards and criteria	20	65	-45
E0171 Conduct staff assistance visits, inspections, or audits	9	41	-32
A0015 Conduct ATSEP visits	2	33	-31
A0006 Approve or disapprove requests for waivers to instructions, manuals, or directives	32	54	-22
E0161 Advise subordinate units on changes to instructions, manuals, or supplements	28	50	-22

TABLE 18

AVERAGE PERCENT TIME SPENT ON DUTIES BY AFSC 13MX AD PAYGRADE GROUPS

DUTIES	2LT (N=20)	1LT (N=30)	CAPT (N=86)	MAJOR (N=23)	LT COL (N=9)	COLONEL (N=2)
A AIRFIELD OPERATIONS MANAGEMENT ACTIVITIES	12	19	19	13	10	14
B BASE OPERATIONS ACTIVITIES	2	2	2	1	0	0
C ATC PROCEDURE MANAGEMENT ACTIVITIES	3	5	4	3	1	0
D AIRFIELD MANAGEMENT ACTIVITIES	2	4	4	3	2	0
E COMMAND ACTIVITIES	10	11	14	16	24	50
F ADMINISTRATIVE ACTIVITIES	23	8	12	15	22	15
G PERSONNEL MANAGEMENT ACTIVITIES	3	11	14	18	20	13
H TOWER/RADAR AIR TRAFFIC CONTROL ACTIVITIES	27	12	2	1	0	0
I RESOURCE MANAGEMENT ACTIVITIES	1	10	9	12	13	6
J TRAINING ACTIVITIES	13	12	7	4	3	0
K CONTINGENCY/MOBILITY OPERATIONS ACTIVITIES	0	4	4	2	1	0
L WAR PLANNING ACTIVITIES	0	1	1	1	0	0
M AIRSPACE OR COMBAT AIRSPACE MANAGEMENT ACTIVITIES	5	2	8	11	2	2

NOTE: Columns may not add to 100 percent due to rounding.

TABLE 19

TASKS THAT BEST DIFFERENTIATE BETWEEN AD SECOND
AND FIRST LIEUTENANTS
(PERCENT MEMBERS PERFORMING)

TASK		2LT (N=20)	1LT (N=30)	DIFFERENCE
A0033	Draft or write minutes of AOB or ATCALS meetings	10	73	-63
A0063	Prepare required AOB meeting briefings	10	73	-63
A0001	Answer queries from operations group commander or equivalent	10	70	-60
A0019	Coordinate AOB briefings with unit personnel	10	70	-60
F0232	Draft or write point, position, or talking papers	5	63	-58
A0020	Coordinate AOB or ATCALS meeting agendas	15	73	-58
A0052	Investigate ATC complaints	10	67	-57
A0083	Schedule ATC meetings	5	60	-55
J0423	Complete ATM 10 training course	15	70	-55
A0016	Conduct briefings during AOB meetings	5	60	-55
G0324	Review EPRs	10	63	-53
I0355	Allocate unit funds	0	53	-53
G0266	Advise subordinates on unit policies or procedures	10	63	-53
A0061	Plan for ATSEP visits	10	63	-53
G0302	Draft or write recommendations for general decorations or awards	0	53	-53
G0274	Assign special projects to personnel	0	53	-53
G0334	Visit unit personnel who are sick or hospitalized	0	53	-53
H0335	Control aircraft using International Civilian Aviation Organization (ICAO) or FAA rules and procedures	20	73	-53

TABLE 20
TASKS THAT BEST DIFFERENTIATE AD AFSC 13MX
FIRST LIEUTENANTS FROM CAPTAINS (PERCENT MEMBERS PERFORMING)

TASKS	1LT (N=30)	CAPT (N=86)	DIFFERENCE
H0347 Operate local control position	67	27	40
H0335 Control aircraft using International Civilian Aviation Organization (ICAO) or FAA rules and procedures	73	35	38
H0338 Coordinate air traffic data with other controllers or aircrews	73	40	34
J0426 Complete position certifications for required tower positions	70	38	32
H0350 Operate tower communications equipment	60	30	30
H0345 Operate flight data position	63	34	30
A0008 Attend AOB meetings	90	62	28
J0424 Complete ATM 11 training course	60	33	27
J0423 Complete ATM 10 training course	70	43	27
H0354 Provide emergency assistance to aircrews	57	30	26
H0346 Operate ground control position	57	31	25
J0425 Complete position certifications for required RAPCON positions	43	19	25
A0063 Prepare required AOB meeting briefings	73	50	23
A0086 Support annual General Aviation Association flyins for MACA programs	40	17	23
F0240 Draft or write staff studies or staff summaries	23	56	-32
E0159 Advise commanders or staff agency personnel on matters, such as capabilities, procedures, or programs	43	76	-32
G0290 Determine work priorities for subordinates	23	53	-30
F0262 Review staff studies or staff summaries	20	50	-30
E0166 Chair staff committees or working groups	13	42	-29
F0263 Review supplements or changes to directives, such as instructions, manuals, or indexes	30	58	-28
G0300 Draft or write letters of appreciation or reprimand	47	72	-25
F0251 Review after-action reports	23	48	-24
F0232 Draft or write point, position, or talking papers	63	87	-24
G0311 Evaluate personnel for compliance with military standards	37	60	-24
J0486 Verify personnel complete ATM 10 and 11	7	29	-22
G0280 Conduct supervisory orientations for newly assigned personnel	30	52	-22
M0589 Initiate or coordinate host-tenant or interservice agreements with appropriate agencies	3	26	-22
F0224 Draft or write after-action reports	20	42	-22
G0285 Coordinate requests for temporary duty (TDY) orders with appropriate agencies	43	65	-22
E0204 Prepare briefings concerning information not related to ATC	17	38	-22

TABLE 21

TASKS THAT BEST DIFFERENTIATE BETWEEN AD AFSC 13MX CAPTAINS AND
MAJORS
(PERCENT MEMBERS PERFORMING)

TASKS	CAPT (N=86)	MAJOR (N=23)	DIFFERENCE
A0088 Verify controllers meet physical standards (flight physicals)	35	4	31
K0536 Report on status of ATCALS	40	13	26
A0083 Schedule ATC meetings	56	30	25
J0426 Complete position certifications for required tower positions	38	13	25
J0473 Participate in recurrent ancillary/mobility training	47	22	25
B0105 Verify availability of AF Form 651, Hazardous Air Traffic Report (HATR) at base operations facilities	41	17	23
K0503 Determine status of ATCALS	44	22	22
H0350 Operate tower communications equipment	30	9	22
H0354 Provide emergency assistance to aircrews	30	9	22
E0172 Conduct tours of facilities or equipment	60	39	21
H0345 Operate flight data position	34	13	21
A0027 Coordinate with equipment maintenance with base communications	47	26	20
B0099 Review changes to FLIPs	55	35	20
A0010 Brief status of ATCALS	53	35	19
E0190 Evaluate workload requirements	20	57	-37
E0191 Identify and report suspected security compromises	14	48	-34
I0394 Initiate manpower studies	9	43	-34
E0201 Participate on Process Action Teams	28	61	-33
F0237 Draft or write responses to congressional inquiries	10	43	-33
A0043 Evaluate ATC withdrawal packages	31	61	-29
F0260 Review responses to congressional inquiries	12	39	-28
F0224 Draft or write after-action reports	42	70	-28
M0572 Coordinate changes to special use airspace with appropriate agencies	24	52	-28
F0265 Review unit security plans, policies, or programs	33	61	-28
G0301 Draft or write officer performance reports (OPRs)	38	65	-27
A0048 Evaluate wartime/contingency airfield operations procedures	35	61	-26
F0251 Review after-action reports	48	74	-26
M0565 Attend planning meetings for development of exercises	36	61	-25
I0387 Evaluate manpower change requests	19	43	-25
E0197 Participate in dispute resolution with regulatory agencies such as AFFSA, FAA, or Department of Energy (DOE)	20	43	-24

TABLE 22

TASKS THAT BEST DIFFERENTIATE BETWEEN AD MAJORS AND LIEUTENANT
COLONELS (PERCENT MEMBERS PERFORMING)

TASKS	MAJOR (N=23)	LT COL (N=9)	DIFFERENCE
A0014 Complete requests for waivers to instructions, manuals, or directives	52	11	41
F0265 Review unit security plans, policies, or programs	61	22	39
L0563 Review OPLANs to determine unit or personnel responsibilities	48	11	37
A0036 Draft or write responses to open ATSEP items	48	11	37
L0557 Maintain or update contingency plans, mobility plans, or base support plans	35	0	35
A0056 Maintain airfield operations liaison with foreign nationals	35	0	35
L0561 Represent airfield operations on wing operations center (battle staff) during contingencies	35	0	35
M0568 Coordinate airfield operations considerations for air expeditionary forces	35	0	35
I0365 Consolidate inputs for unit budgets	57	22	34
L0562 Review base and host-nation war plans	43	11	32
A0023 Coordinate development of base airfield operations instructions (OIs)	43	11	32
M0566 Brief aircrews on airspace procedures and local specifics	43	11	32
M0571 Coordinate airspace use and scheduling for exercises	43	11	32
A0020 Coordinate AOB or ATCALS meeting agendas	43	11	32
E0212 Schedule staff assistance visits, inspections, or audits	13	67	-54
G0276 Certify civilian timecards	30	78	-47
G0327 Review OPRs	30	78	-47
G0316 Interview job applicants	22	67	-45
F0220 Approve or disapprove staff studies or staff summaries	26	67	-41
F0217 Approve or disapprove memoranda of understanding (MOU) or memoranda of agreement (MOA)	26	67	-41
E0184 Escort dignitaries, DVs, or other visitors	48	89	-41
E0176 Critique briefings or presentations	39	78	-39
E0206 Present briefings concerning information not related to ATC	39	78	-39
F0241 Draft or write supplements or changes to directives, such as instructions, manuals, or indexes	52	89	-37
F0218 Approve or disapprove official publications, such as instructions, manuals, or directives	30	67	-36
F0240 Draft or write staff studies or staff summaries	65	100	-35
I0369 Determine priority of program or project requirements	43	78	-34

TABLE 23

TASKS THAT BEST DIFFERENTIATE BETWEEN AFSC 13MX AD
LIEUTENANT COLONELS AND COLNELS (PERCENT MEMBERS PERFORMING)

TASKS		LT COLONEL (N=9)	COLONEL (N=2)	DIFFERENCE
F0240	Draft or write staff studies or staff summaries	100	0	100
F0241	Draft or write supplements or changes to directives, such as instructions, manuals, or indexes	89	0	89
F0231	Draft or write official publications, such as instructions, manuals, or directives	89	0	89
E0184	Escort dignitaries, DVs, or other visitors	89	0	89
I0413	Review manpower authorizations	78	0	78
E0162	Analyze data trends	78	0	78
F0251	Review after-action reports	78	0	78
E0182	Direct administrative functions	78	0	78
F0233	Draft or write policy or procedure letters	78	0	78
E0206	Present briefings concerning information not related to ATC	78	0	78
E0167	Compile data for records, reports, logs, or trend analyses	78	0	78
I0356	Analyze organizational structures	78	0	78
E0189	Evaluate suspenses	78	0	78
E0190	Evaluate workload requirements	78	0	78
I0369	Determine priority of program or project requirements	78	0	78
M0582	Develop or review combat airspace publications or instructions	0	50	-50
M0570	Coordinate airspace requirements for all aircraft types for US and coalition forces	0	50	-50
F0236	Draft or write requests for area clearances	0	50	-50
F0235	Draft or write reciprocal aid agreements	0	50	-50
F0246	Interpret reciprocal aid agreements	0	50	-50
M0599	Review MOAs concerning airspace use with host nation	0	50	-50
E0201	Participate on Process Action Teams	56	100	-44
F0250	Recommend reciprocal aid agreements	11	50	-39
J0419	Approve or disapprove job qualifications standards (JQSs)	11	50	-39
A0057	Maintain airfield operations liaison with other United States agencies	22	50	-28
L0564	Review support agreements	22	50	-28
A0083	Schedule ATC meetings	22	50	-28
I0416	Track funded and unfunded unit expenditures	22	50	-28
M0589	Initiate or coordinate host-tenant or inter-service agreements with appropriate agencies	22	50	-28

TABLE 24

AVERAGE PERCENT TIME SPENT ON DUTIES BY ANG
AFSC 13MX PAYGRADE GROUPS

DUTIES		ILT (N=2)	CAPT (N=4)	MAJOR (N=7)	LT COL (N=1)
A	AIRFIELD OPERATIONS MANAGEMENT ACTIVITIES	17	13	14	19
B	BASE OPERATIONS ACTIVITIES	3	1	1	2
C	ATC PROCEDURE MANAGEMENT ACTIVITIES	5	3	3	3
D	AIRFIELD MANAGEMENT ACTIVITIES	1	1	2	3
E	COMMAND ACTIVITIES	11	20	12	10
F	ADMINISTRATIVE ACTIVITIES	4	6	9	6
G	PERSONNEL MANAGEMENT ACTIVITIES	14	23	18	19
H	TOWER/RADAR AIR TRAFFIC CONTROL ACTIVITIES	15	3	3	3
I	RESOURCE MANAGEMENT ACTIVITIES	5	10	12	23
J	TRAINING ACTIVITIES	14	7	8	1
K	CONTINGENCY/MOBILITY OPERATIONS ACTIVITIES	9	10	15	8
L	WAR PLANNING ACTIVITIES	1	1	1	1
M	AIRSPACE OR COMBAT AIRSPACE MANAGEMENT ACTIVITIES	1	3	3	1

NOTE: Columns may not add to 100 percent due to rounding.

TABLE 25

TASKS PERFORMED BY 30 PERCENT OR MORE OF AFSC 13MX OFFICERS WITHIN
THE 1-48 MONTHS TIUF GROUP
(NOT IN OTP)

TASKS		PERCENT MEMBERS PERFORMING (N=42)
A0008	Attend AOB meetings	90
A0001	Answer queries from operations group commander or equivalent	81
A0020	Coordinate AOB or ATCALS meeting agendas	79
B0091	Complete flightline driver's familiarization program	79
H0338	Coordinate air traffic data with other controllers or aircrews	79
J0423	Complete ATM 10 training course	79
A0033	Draft or write minutes of AOB or ATCALS meetings	76
A0052	Investigate ATC complaints	76
A0063	Prepare required AOB meeting briefings	76
E0198	Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting	76
G0324	Review EPRs	76
A0019	Coordinate AOB briefings with unit personnel	74
J0426	Complete position certifications for required tower positions	74
A0007	Attend Air Traffic Control and Landing Systems (ATCALS)	71
A0023	Coordinate development of base airfield operating instructions (OIs)	71
A0083	Schedule ATC meetings	71
D0134	Conduct or participate in airfield inspections	71
A0051	Interpret ATC policies for customers	69
A0079	Review minutes of AOB meetings	69
F0232	Draft or write point, position, or talking papers	69
G0266	Advise subordinates on unit policies or procedures	69
G0329	Review recommendations for general awards or decorations	69
H0335	Control aircraft using International Civilian Aviation Organization (ICAO) or FAA rules and procedures	69
H0345	Operate flight data position	69
H0346	Operate ground control position	69
H0347	Operate local control position	69
H0350	Operate tower communications equipment	69
A0061	Plan for ATSEP visits	67
A0078	Review inputs to OPLAN	67
C0128	Review current tower visual flight rules (VFR) control procedures	67
D0133	Attend wing-level BASH meetings	67
E0170	Conduct general meetings, such as staff meetings, conferences, or workshops	67
F0249	Read technical publications, such as regulations, standards, or reports	67
H0354	Provide emergency assistance to aircrews	67
J0424	Complete ATM 11 training course	67
A0005	Approve or disapprove recommendations for air traffic control (ATC) and airfield management quarterly or annual awards	64
A0012	Complete local ATSEP checklist procedures	64

TABLE 25 (Continued)

TASKS		PERCENT MEMBERS PERFORMING (N=42)
A0016	Conduct briefings during AOB meetings	64
A0034	Draft or write recommendations for ATC and airfield management quarterly or annual awards	64
A0036	Draft or write responses to open ATSEP items	64
C0115	Coordinate NAVAID or ATCALS flight checks with FAA	64
E0172	Conduct tours of facilities or equipment	64
G0274	Assign special projects to personnel	64
G0302	Draft or write recommendations for general decorations or awards	64
A0021	Coordinate ATC involvement in exercise scenarios with exercise planners	62
B0092	Coordinate Bird/Aircraft Strike Hazard (BASH), MACA, and Foreign Object Damage (FOD) programs with safety office	62
E0184	Escort dignitaries, DVs, or other visitors	62
E0200	Participate in staff committees, reviews, or working groups	62
G0287	Counsel incoming personnel	62
G0296	Draft or write enlisted performance reports (EPRs)	62
G0334	Visit unit personnel who are sick or hospitalized	62
A0053	Investigate ATC customer surveys	60
A0081	Review recommendations for ATC and airfield management quarterly or annual awards	60
B0099	Review changes to FLIPs	60
C0108	Coordinate ATC considerations for special operations with base flying authorities	60
E0199	Participate in professional meetings or conferences	60
F0254	Review facility reports	60
G0289	Counsel personnel on personal or military-related matters	60
G0300	Draft or write letters of appreciation or reprimand	60
G0305	Endorse EPRs	60
G0312	Evaluate personnel for promotion, demotion, reclassification, or special awards	60
G0317	Investigate personnel problems	60
G0326	Review letters of appreciation or reprimand	60
G0328	Review personnel records	60
A0024	Coordinate disposition and distribution of ATC voice-recorder tapes or other records pertaining to aircraft accidents or incidents	57
A0035	Draft or write requests for waivers to instructions, manuals, or directives	57
A0088	Verify controllers meet physical standards (flight physicals)	57
B0105	Verify availability of AF Form 651, Hazardous Air Traffic Report (HATR) at base operations facilities	57
C0107	Coordinate ATC considerations for airshows with base flying authorities	57
C0130	Review and initial all ATC daily event logs	57
E0182	Direct administrative functions	57
E0202	Plan general meetings, such as staff meetings, conferences, or workshops	57
F0233	Draft or write policy or procedure letters	57
F0248	Read current periodicals and journals relating to field of work	57
J0481	Review TRB minutes	57
A0010	Brief status of ATCALS	55
A0011	Build ATC withdrawal packages	55
A0014	Complete requests for waivers to instructions, manuals, or directives	55
A0030	Develop local personnel recognition programs	55
A0077	Review ATC voice-recorder tapes pertaining to aircraft accidents or incidents	55

TABLE 25 (Continued)

PERCENT
MEMBERS
PERFORMING
(N=42)

TASKS

B0097	Recommend changes to flight information publications (FLIPs)	55
B0101	Review and initial all base operations daily event logs	55
C0121	Establish or review anti-hijack and unauthorized flight movement procedures	55
D0140	Coordinate runway opening and closing activities with appropriate base flying agencies	55
E0193	Interpret official publications, policy, directives, or procedures for subordinates	55
E0207	Provide inputs for commander's calls	55
G0267	Approve or disapprove leaves or passes	55
G0273	Assign personnel to additional duties or details	55
G0279	Conduct supervisory performance feedback sessions	55
G0303	Draft or write records of personnel counseling sessions	55
G0311	Evaluate personnel for compliance with military standards	55
A0031	Draft or write aircraft save requests	52
A0032	Draft or write inputs to OPLAN	52
A0050	Inform base flight safety office of all corrective actions in response to HATRs	52
A0066	Prepare or submit recommendations for changes to base ATC publications	52
A0076	Review ATC operational evaluations	52
C0129	Review TERPS packages	52
D0138	Coordinate annual airfield waivers with major commands (MAJCOMs), Air Force Flight Standards Agency (AFFSA) or appropriate base flying authorities	52
D0156	Verify hazardous airfield conditions are promptly reported	52
F0256	Review official publications, such as instructions, manuals, or other directives	52
F0257	Review ORI or ORE reports	52
G0268	Approve or disapprove letters of appreciation or reprimand	52
G0285	Coordinate requests for temporary duty (TDY) orders with appropriate agencies	52
G0308	Evaluate job or position descriptions	52
K0513	Don or doff chemical warfare personal protective clothing	52
L0564	Review support agreements	52
A0027	Coordinate with equipment maintenance with base communications	50
A0080	Review positions certifications	50
A0090	Visit local satellite airports in support of MACA programs	50
C0114	Coordinate information for instrument landing system (ILS) critical area	50
C0123	Prepare or submit recommendations for improving or standardizing ATC procedures	50
C0127	Review current tower instrument flight rules (IFR) approach control procedures	50
D0158	Verify runway intrusion corrective actions are complete	50
E0189	Evaluate suspenses	50
G0288	Counsel personnel concerning career opportunities	50
I0355	Allocate unit funds	50
J0473	Participate in recurrent ancillary/mobility training	50
L0563	Review OPLANs to determine unit or personnel responsibilities	50
A0002	Approve or disapprove inputs to operation plans (OPLAN)	48
A0022	Coordinate ATCALS briefings with unit personnel	48
C0106	Coordinate aircraft control procedures with other bases or outside organizations	48
D0141	Coordinate with airfield maintenance projects with CE	48
D0146	Investigate runway intrusions	48
E0178	Determine unit goals or objectives	48
G0307	Establish performance standards for subordinates	48
H0341	Operate clearance delivery position	48

TABLE 25 (Continued)

PERCENT
MEMBERS
PERFORMING
(N=42)

TASKS		
I0365	Consolidate inputs for unit budgets	48
I0372	Develop budgets or budget estimates	48
J0425	Complete position certifications for required RAPCON positions	48
A0018	Coordinate aircraft control priorities with base flying authorities	45
A0057	Maintain airfield operations liaison with other United States agencies	45
B0098	Request required communications support for base operations	45
C0116	Develop procedures for arrival and departure of distinguished visitors	45
C0118	Direct personnel in preparation or submission of terminal instrument procedures (TERPS) packages	45
D0150	Provide guidance concerning airfield projects, such as security, construction, or lighting	45
D0154	Verify airfield markings and signs are correct	45
D0157	Verify review of airfield waiver packages by appropriate personnel	45
F0231	Draft or write official publications, such as instructions, manuals, or directives	45
F0253	Review customer service evaluation reports	45
G0270	Approve or disapprove recommendations for general awards or decorations	45
G0315	Initiate actions required due to substandard performance of personnel	45
G0331	Schedule personnel for TDY assignments, leaves, or passes	45
I0407	Review budget or budget estimates	45
I0416	Track funded and unfunded unit expenditures	45
J0464	Evaluate progress of trainees	45
K0500	Coordinate flight checks with FAA or regulatory agencies	45
A0045	Evaluate mission impact resulting from ATCALs deficiencies	43
A0046	Evaluate proposals for closure of open ATSEP items	43
A0048	Evaluate wartime/contingency airfield operations procedures	43
A0054	Investigate noise complaints	43
A0087	Verify accomplishment of Air Traffic Control Specialist (ATCS) certificate award/withdrawal documentation/actions	43
C0109	Coordinate ATC considerations for special operations with host nations or FAA agencies	43
D0136	Coordinate airfield considerations for the base FOD programs	43
D0142	Coordinate with airfield pre-construction conference participation with appropriate offices	43
D0152	Supervise maintenance of runways, taxiways, parking areas, lights, and airfield signage	43
E0167	Compile data for records, reports, logs, or trend analyses	43
F0223	Coordinate changes to official publications, policy, or procedures with higher headquarters personnel	43
F0230	Draft or write MOUs or MOAs	43
G0313	Evaluate work schedules	43
H0339	Operate approach control assistant position	43
I0378	Draft or write manning assistance or manning difficulty letters	43
I0393	Identify and report equipment or supply problems	43
I0408	Review contingency deployment taskings	43
I0409	Review fund allocations	43
I0410	Review fund expenditures	43
I0413	Review manpower authorizations	43
M0565	Attend planning meetings for development of exercises	43

TABLE 25 (Continued)

PERCENT
MEMBERS
PERFORMING
(N=42)

TASKS

A0044	Evaluate inspection report observations or problems	40
A0055	Lead preparation efforts for operational readiness inspections (ORIs) or operational readiness exercises (OREs)	40
A0086	Support annual General Aviation Association fly-ins for MACA programs	40
C0110	Coordinate ATC procedures for disaster control exercises with appropriate agencies	40
C0119	Ensure primary and secondary crash net establishment	40
C0122	Establish or review procedures for flying of civilian aircraft in military airspace	40
E0162	Analyze data trends	40
E0188	Evaluate safety or security programs	40
E0190	Evaluate workload requirements	40
E0192	Implement unit policies or procedures	40
F0245	Evaluate MOUs or MOAs	40
F0263	Review supplements or changes to directives, such as instructions, manuals, or indexes	40
G0271	Approve or disapprove requests for off-duty employment	40
G0276	Certify civilian timecards	40
G0283	Coordinate help in resolving subordinates' problems with on- or off-base agency personnel	40
G0290	Determine work priorities for subordinates	40
I0363	Approve or disapprove requisitions for equipment or supplies	40
I0373	Develop contingency plans for curtailment of ATC services	40
I0388	Evaluate new equipment for purchase	40
J0459	Establish or maintain formal pilot/controller liaison programs	40
J0480	Review training reports	40
A0025	Coordinate environmental issues with local civilian authorities	38
A0038	Establish procedures for notifying other agencies of equipment failures	38
A0065	Prepare or submit recommendations for changes to ATCALS	38
A0071	Publish noise abatement requirements in base airfield OI	38
A0075	Review annual facility certifications	38
A0082	Review replies to inspection reports	38
A0089	Verify navigational aid (NAVAID) status board updates	38
B0104	Verify notices to airmen (NOTAMs) are processed	38
C0120	Establish or coordinate ground handling of armed aircraft	38
D0135	Coordinate airfield considerations for contingency exercise scenarios with exercise planners	38
D0139	Coordinate base closure activities affecting airfield procedures, equipment, or facilities	38
D0151	Provide support to CE for air installation compatible use zone (AICUZ) studies	38
D0155	Verify ground hazard reports are filed for runway intrusions	38
E0181	Develop organizational charts, graphs, or status boards	38
F0241	Draft or write supplements or changes to directives, such as instructions, manuals, or indexes	38
F0252	Review classified reports, messages, or documents	38
G0280	Conduct supervisory orientations for newly assigned personnel	38
G0330	Review requests for personnel actions	38
H0348	Operate radar communications equipment	38
I0369	Determine priority of program or project requirements	38
I0370	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace, other than for mobility	38
I0389	Evaluate requests for equipment or system updates	38

TABLE 25 (Continued)

TABLE 25 (Continued)		PERCENT MEMBERS PERFORMING (N=42)
TASKS		
I0414	Review status of unit funding on quarterly or annual basis	38
J0422	Chair airfield operations flight training review boards (TRBs)	38
J0463	Evaluate effectiveness of training programs, plans, or procedures	38
J0471	Participate in formal training courses	38
M0569	Coordinate airspace matters with DoD, FAA, host nation, US Embassy, or coalition forces	38
A0003	Approve or disapprove minutes of Airfield Operations Board (AOB) meetings	36
A0009	Brief local Mid Air Collision Avoidance (MACA) program to pilots	36
A0040	Establish procedures for protection/release of information regarding mishaps, deviations or AF Form 651, Hazardous Air Traffic Report (HATR)	36
A0042	Evaluate airfield operations personnel performance during local exercises	36
A0043	Evaluate ATC withdrawal packages	36
A0069	Provide comments and concurrence or non-concurrence on all HATR notifications	36
A0074	Review aircraft save requests	36
C0112	Coordinate flight operations with other agencies, such as command posts or airlift control centers (ALCCs)	36
E0169	Conduct follow-up on staff assistance visit report discrepancies	36
E0173	Coordinate site visit support with base personnel	36
F0264	Review unit emergency plans	36
G0293	Develop recall rosters	36
G0310	Evaluate job standards	36
I0359	Approve or disapprove budgets or budget estimates	36
I0366	Coordinate manning or manpower requirements with higher headquarters or subordinate unit personnel	36
I0374	Develop emergency staffing level requirements for facilities	36
I0386	Evaluate existing or proposed manning or manpower requirements	36
I0392	Identify personnel qualified for special experience identifier (SEI) codes	36
I0400	Plan and coordinate construction or design of new airfield operations facilities or equipment	36
I0417	Verify notation of SEIs on personnel records	36
K0503	Determine status of ATCALS	36
K0527	Participate in mobility exercise planning meetings	36
M0596	Provide briefings on airspace matters	36
A0006	Approve or disapprove requests for waivers to instructions, manuals, or directives	33
A0037	Establish local operational evaluation programs	33
A0047	Evaluate requests for waivers to instructions, manuals, or directives	33
A0049	Implement or maintain cooperative weather watch (CWW) program	33
B0100	Review procedures for filing flight plans with local units or ATC	33
C0125	Review current radar approach control (RAPCON) procedures	33
E0161	Advise subordinate units on changes to instructions, manuals, or supplements	33
E0187	Evaluate safety accident or incident reports, other than aircraft accident or incident reports	33
F0239	Draft or write responses to ORI or ORE reports	33
F0262	Review staff studies or staff summaries	33
F0265	Review unit security plans, policies, or programs	33
G0272	Approve or disapprove requests for personnel to attend off-duty education courses	33
G0298	Draft or write job or position descriptions	33
H0340	Operate approach control position	33

TABLE 25 (Continued)

PERCENT
MEMBERS
PERFORMING
(N=42)

TASKS		
H0344	Operate departure control position	33
I0395	Initiate requisitions for equipment, tools, parts, or supplies	33
J0461	Evaluate training methods or techniques of instructors	33
K0489	Assign personnel to mobility positions	33
K0490	Attend intelligence briefings	33
A0004	Approve or disapprove proposals for closure of open Air Traffic System Evaluation Program (ATSEP) items	31
A0013	Complete local facility operations guide (FOG) checklist procedures	31
A0039	Establish procedures for performing equipment checks	31
A0068	Provide airfield operations expertise to base legal office	31
A0070	Provide MACA maps for military or civilian aircrews	31
B0094	Develop or maintain flightline driver's familiarization program	31
C0111	Coordinate electrical power transfers with civil engineering (CE)	31
C0124	Review current non-radar approach control procedures	31
C0131	Supervise development of procedures for controlling traffic between sectors or other facilities	31
E0176	Critique briefings or presentations	31
F0219	Approve or disapprove policy or procedure letters	31
F0240	Draft or write staff studies or staff summaries	31
F0251	Review after-action reports	31
G0284	Coordinate job positions requirements with civilian personnel office (CPO)	31
G0321	Participate on quarterly or annual award boards	31
G0325	Review justifications for personnel selections	31
H0349	Operate radar simulator	31
I0357	Analyze unit needs for developing budget conversion financial plans	31
I0371	Develop budget guidelines	31
I0380	Draft or write reclaims to contingency deployment taskings	31
I0385	Evaluate effects of budget changes on programs	31
I0396	Maintain adequate supply of tools, parts, supplies, or equipment	31
I0412	Review manning assistance or manning difficulty letters	31
J0433	Coordinate training time with facility chiefs	31
J0479	Review JQSs	31
K0536	Report on status of ATCALS	31
K0539	Review availability status of personnel for deployments	31
L0561	Represent airfield operations on wing operations center (battle staff) during contingencies	31
M0590	Monitor and report status of airfields and navigational aids	31

TABLE 26

MOST EXTREME TRAINING EMPHASIS RATINGS FOR AFSC 13MX

BASIC ATC OFFICER COURSE ITEMS	MEAN RATING: 4.98 STANDARD DEVIATION: 1.18 HIGH RATING: 6.16 OR HIGHER LOW RATING: 3.80 OR LOWER	TE RATING	QUALITATIVE RATING
A0001	Identify specific operations security (OPSEC) vulnerabilities associated with AFSC 13MX	2.00	LOW
A0002	Identify the effects aerodynamic forces have upon aircraft in flight	1.61	LOW
A0003	Describe the effects of weather on aircraft performance	3.58	LOW
A0007	Describe terms and fundamental concepts of Crew Resource Management (CRM)	2.21	LOW
A0009	Identify the purpose and relationship of USAF ATC regulations and directives	6.24	HIGH
A0013	Determine procedures used to locate and decode aeronautical data associated with air traffic control service and navigation	3.36	LOW
A0014	Identify facts about Terminal Instrument Procedures (TERPS)	6.24	HIGH
A0051	Perform duties of the pseudo pilot position in accordance with the checklist	2.03	LOW
OTP: ATC OPERATIONS			
B0060	Obtain publications and forms	3.76	LOW
B0061	Arrange documentation/files maintenance	3.70	LOW
B0062	Coordinate disposition of documentation	3.03	LOW
B0063	List the actions required to obtain supplies	2.39	LOW
B0066	Develop a letter of agreement and an operations letter and the required coordination	6.21	HIGH
B0067	Describe the purpose and contents of base local operating procedures (LOPs) and operations plans (OPLANs)	6.45	HIGH
B0073	List the organizational structure of a typical FAA terminal facility	2.58	LOW
B0079	Develop a pilot education briefing for a MACA program	3.33	LOW
B0083	Define the purpose of the base Airfield Operations Board (AOB)	6.70	HIGH
B0088	Understand the duties and responsibilities of the Chief, Airfield Management	6.82	HIGH
B0089	Understand Flight Information Publications	6.18	HIGH
B0094	Understand Emergency Procedures	6.39	HIGH
B0095	Understand Airfield Waivers	6.52	HIGH
B0096	Understand Airfield Lighting/Signs/Markings	6.33	HIGH
B0099	Understand Letters of Agreement	6.64	HIGH
B0106	Understand the responsibilities of airfield management concerning Bird/Aircraft Strike Hazard (BASH) Program	6.70	HIGH

TABLE 26 (Continued)

		TE RATING	QUALITATIVE RATING
OTP: ATCALs	B0108 Understand the purpose of the US Air Force Hazardous Air Traffic Report (HATR) Program and the responsibilities of the AOF/CC	6.52	HIGH
	B0111 List reportable events of the HATR Program, and discuss the difference between and when to file the AF Form 457, USAF Hazard Report; and the AF Form 651, HATR	6.18	HIGH
	B0113 Define the purpose of the US Air Force Mishap Prevention Program and the responsibilities of the AOF/CC	6.21	HIGH
	B0117 List the steps taken when you suspect ATC equipment contributed to an aircraft mishap	6.36	HIGH
	B0119 Define the purpose of a Runway Supervisory Unit (RSU)	2.18	LOW
	B0122 Identify what constitutes Canadian-United States Communications Instructions for Reporting Vital Intelligence Sightings (CIRVIS) report	2.15	LOW
	B0125 Define Air Force air traffic control contracting policy	3.48	LOW
	B0127 Define quality assurance evaluator	3.09	LOW
OTP: TRAINING REQUIRE- MENTS	C0134 Define the key responsibilities of the AOF/CC concerning Terminal Instrument Procedures (TERPS)	7.06	HIGH
	C0137 List the steps required to develop and coordinate instrument procedure packages, including environmental impact statements, at base level	6.67	HIGH
	C0138 List the steps required to process and publish instrument procedure packages: With waivers or without waivers	6.55	HIGH
	C0139 Outline basic procedures for determining the following: approach segments, descent gradients, and minimum descent altitudes	3.61	LOW
	C0140 Decision height for all types of instrument approaches	3.27	LOW
	C0141 Describe methods available to the AOF/CC to ensure the health of the TERPS program	6.88	HIGH
	C0156 Define the Electro-Magnetic Interference (EMI) reporting program and list the responsibilities of the base frequency manager	3.06	LOW
	C0157 Prepare an EMI report	1.76	LOW
	E0186 Discuss how the AOF/CC ensures a comprehensive training program exists for Airfield Management/Base Operations personnel, to include upgrade, qualification, recurring and proficiency training	6.21	HIGH

TABLE 26 (continued)

OTP: CONTIN- GENCY OPERATIONS AND PLANNING			TE RATING	QUALITATIVE RATING
	F0190	Describe the purpose of the Joint Task Force	2.97	LOW
	F0192	Describe the role of the airspace control authority	3.70	LOW
	F0193	Describe the apportionment and allocation processes in airspace management	2.88	LOW
	F0194	Describe the process for control and coordination of air resources	2.70	LOW
	F0195	Define the function of the key elements of the Theater Air Ground System (TAGS)	3.48	LOW
	F0196	Describe the fundamental principles of the TAGS	3.27	LOW
	F0200	Describe the operational concept in a combat theater or area of responsibility	3.55	LOW
	F0201	List combat readiness planning responsibilities	3.36	LOW
	F0203	Explain Security Control of Air Traffic and Air Navigation Aids (SCATANA)	3.42	LOW
OTP: QUALITY ASSURANCE PROGRAMS				
	G0212	Define Quality Air Force Assessment (QAFA)	1.27	LOW
	G0213	List actions required in preparation for a QAFA	1.12	LOW
	G0214	Prepare a written response to a QAFA report	1.12	LOW
	G0224	Discuss metrics and the purpose of customer feedback surveys	3.21	LOW
	G0225	Define the goal and objectives of the CRM Program	3.36	LOW
	G0226	Define the fundamental principles and concepts of CRM	2.82	LOW
	G0227	Identify who has operational control of the content and delivery of USAF CRM programs	2.55	LOW
	G0228	Identify the five separate, time-phased levels of CRM training	2.36	LOW

TABLE 27

AVERAGE PERCENT TIME SPENT ON DUTIES BY AFSC 13MX TIUF GROUPS

DUTIES	1-48 MONTHS TIUF (NOT IN OTP) (N=42)	AD 48-96 MONTHS TIUF (N=51)	ANG 1-48 MONTHS TIUF (N=3)	ANG 48-96 MONTHS TIUF (N=3)
A AIRFIELD OPERATIONS MANAGEMENT ACTIVITIES	20	19	12	11
B BASE OPERATIONS ACTIVITIES	2	2	2	1
C ATC PROCEDURE MANAGEMENT ACTIVITIES	6	5	4	3
D AIRFIELD MANAGEMENT ACTIVITIES	5	4	1	2
E COMMAND ACTIVITIES	11	14	12	15
F ADMINISTRATIVE ACTIVITIES	8	10	6	6
G PERSONNEL MANAGEMENT ACTIVITIES	13	15	16	27
H TOWER/RADAR AIR TRAFFIC CONTROL ACTIVITIES	8	2	12	3
I RESOURCE MANAGEMENT ACTIVITIES	10	9	13	13
J TRAINING ACTIVITIES	8	7	10	7
K CONTINGENCY/MOBILITY OPERATIONS ACTIVITIES	5	5	11	10
L WAR PLANNING ACTIVITIES	1	1	1	1
M AIRSPACE OR COMBAT AIRSPACE MANAGEMENT ACTIVITIES	4	6	1	2

NOTE: Columns may not add to 100 percent due to rounding.

TABLE 28

PERCENT OF AFSC 13MX OFFICERS WHO HAVE COMPLETED THE REQUIRED
CERTIFICATIONS/RATINGS

REQUIRED CERTIFICATION/RATING COMPLETED	1-48 MONTHS TIUF (NOT IN OTP) (N=42)	AD 48-96 MONTHS TIUF (N=51)	ANG 1-48 MONTHS TIUF (N=3)	ANG 48-96 MONTHS TIUF (N=3)
Yes	21	18	33	33
No	19	16	0	0
No, < 12 months on job	40	20	33	0
NA, > 6 years ATC experience	19	47	33	67

TABLE 29

PERCENT OF AFSC 13MX OFFICERS WITH COMPLETED TOWER CERTIFICATIONS

TOWER CERTIFICATIONS COMPLETED	1-48 MONTHS TIUF (NOT IN OTP) (N=42)	AD 48-96 MONTHS TIUF (N=51)	ANG 1-48 MONTHS TIUF (N=3)	ANG 48-96 MONTHS TIUF (N=3)
Coordinator	2	0	0	0
Flight Data	42	29	33	33
Ground control	36	25	33	67
Local control	22	16	67	33
Watch supervisor	0	0	33	33
None	41	24	33	33
NA, tower certification not required	16	41	0	0

TABLE 30

PERCENT OF AFSC 13MX OFFICERS WITH COMPLETED RADAR CERTIFICATIONS

RADAR CERTIFICATIONS COMPLETED	1-48 MONTHS TIUF (NOT IN OTP) (N=42)	AD 48-96 MONTHS TIUF (N=51)	ANG 1-48 MONTHS TIUF (N=3)	ANG 48-96 MONTHS TIUF (N=3)
Approach	14	6	33	0
Approach assist	20	8	33	0
Arrival	8	0	33	33
Arrival assist	6	2	33	33
Clearance delivery	11	4	33	0
Coordinator	3	0	33	0
Radar final control	5	2	33	33
Watch supervisor	0	0	0	0
None	47	22	33	33
NA, radar certifications not required	27	63	0	33

TABLE 31

HOURS PER MONTH SPENT PERFORMING ATC DUTIES
(PERCENT MEMBERS RESPONDING)

HOURS PER MONTH PERFORMING ACTUAL AIR TRAFFIC CONTROL DUTIES	1-48 MONTHS TIUF (NOT IN OTP) (N=42)	AD 48-96 MONTHS TIUF (N=51)	ANG 1-48 MONTHS TIUF (N=3)	ANG 48-96 MONTHS TIUF (N=3)
Less than 4 hours	3	6	0	67
4-8 hours	5	16	33	0
8-12 hours	8	16	33	0
More than 12 hours	58	14	33	33
Not Applicable	27	49	0	0

TABLE 32

**AMOUNT OF TIME REQUIRED TO RECEIVE REQUIRED RATINGS/CERTIFICATIONS
(PERCENT MEMBERS RESPONDING)**

HOW LONG DID IT TAKE YOU TO RECEIVE YOUR RAPCON RATINGS/CERTIFICATIONS?	1-48 MONTHS TIUF (NOT IN OTP) (N=42)	AD 48-96 MONTHS TIUF (N=51)	ANG 1-48 MONTHS TIUF (N=3)	ANG 48-96 MONTHS TIUF (N=3)
< 6 MOS	19	4	99	0
6-12 MOS	17	16	0	0
12-18 MOS	2	4	0	33
> 18 MOS	0	2	0	0
NOT CERTIFIED	42	27	0	67
NOT REQUIRED	20	47	0	0

TABLE 33

REASONS AFSC 13MX OFFICERS CURRENTLY NOT CERTIFIED IN TOWER/RAPCON
(PERCENT MEMBERS RESPONDING)

REASON(S) 13MX OFFICERS NOT CERTIFIED IN TOWER/RAPCON	1-48 MONTHS TIUF (NOT IN OTP) (N=42)	AD 48-96 MONTHS TIUF (N=51)	ANG 1-48 MONTHS TIUF (N=3)	ANG 48-96 MONTHS TIUF (N=3)
Currently certified tower/RAPCON	16	20	33	33
Additional duties	19	12	0	33
Certification/ratings not required	17	33	0	0
Facility ratings not established as a priority	2	6	0	0
Complexity of the positions	6	6	0	0
Certifications not necessary for duty performance	0	2	0	0
Excessive TDYs	0	14	0	0
Excessive training requirements of enlisted personnel	9	8	0	33
Lack of manpower	25	22	0	0
Lack of training personnel	11	10	0	0
Too busy during regular duty hours	13	29	0	67
Training in progress	59	24	67	0
Other	16	29	33	33

TABLE 34

**ADDITIONAL TRAINING RECEIVED BY AFSC 13MX OFFICERS
(PERCENT MEMBERS RESPONDING)**

ADDITIONAL TRAINING RECEIVED	1-48 MONTHS TIUF (NOT IN OTP) (N=42)	AD 48-96 MONTHS TIUF (N=51)	ANG 1-48 MONTHS TIUF (N=3)	ANG 48-96 MONTHS TIUF (N=3)
ATC Association Conference Attendance	5	24	0	0
Air Traffic Manage Series 10 Training	44	63	67	33
Air Traffic Manage Series 11 Training	27	55	0	33
Aircraft Accident Investigation Course	0	4	0	0
Airspace Management School	25	75	0	33
American Assoc. Airport Executives	14	35	0	0
Bird/Aircraft Strike Hazard Course	9	8	0	0
Central Altitude Reserve Function Chief, Airfield Management Course	2	12	0	0
	8	16	0	0
Combat Skills Course	11	22	33	33
Contingency Theater Aeronautical Plan	5	24	33	0
Facility Management School (FMS)	23	76	0	33
Joint Air Operations Staff Course	19	53	33	33
Joint Doctrine Air Campaign (JDAC)	0	8	33	0
Mapping, Charting, and Geodesy Course	0	2	0	0
Mobility Training Course	5	20	33	67
Status of Resources and Training Systems	5	14	33	100
TERPS Training	6	14	33	33
Other	6	4	0	33

TABLE 35

**COURSES AFSC 13MX OFFICERS CONSIDER TO BE USEFUL TO RECEIVE
(PERCENT MEMBERS RESPONDING)**

COURSES THAT WOULD BE HELPFUL FOR CURRENT ASSIGNMENT	1-48 MONTHS TIUF (NOT IN OTP) (N=42)	AD 48-96 MONTHS TIUF (N=51)	ANG 1-48 MONTHS TIUF (N=3)	ANG 48-96 MONTHS TIUF (N=3)
Acquisition Course (fundamentals/logistics)	8	18	33	67
AICUZ Training	19	25	0	33
Airspace Management Course	50	14	33	33
Budgeting, Financial Management	41	41	67	100
CAM Course	63	63	67	67
Civilian Personnel Manage Course	28	33	67	33
Computer Literacy Training	16	12	0	0
Contract Management Course	16	25	33	33
Files Management Course	27	22	0	33
Joint Air Operations Staff Course	25	31	33	67
Legal Training	11	12	67	100
More extensive mil personnel management training	22	29	33	33
Organizational Behavior Course	8	10	33	100
Professional Writing Course	27	25	33	67
Supervisory Writing Course	27	20	0	67
TERPS Training	50	59	67	33
Other	9	12	33	0

TABLE 36

JOB SATISFACTION INDICATORS FOR AFSC 13MX
AD PAYGRADE GROUPS
(PERCENT MEMBERS RESPONDING)

	2 Lt (N=20)	1 Lt (N=30)	Capt (N=86)	Maj (N=23)	LtCol (N=9)	Col (N=2)
How do you find your job?						
Dull	15	7	3	13	0	0
So-So	20	10	9	4	0	0
Interesting	65	83	87	83	100	100
How does your job utilize your talents?						
None to very little	25	13	6	17	11	0
Fairly to very well	50	63	64	35	44	50
Excellent to perfect	25	23	30	48	44	50
How does your job utilize your training?						
None to very little	30	13	9	9	11	0
Fairly to very well	40	57	59	48	22	50
Excellent to perfect	30	30	31	43	67	50
How satisfied with sense of accomplishment from work?						
Dissatisfied	15	13	17	17	11	0
Neutral	10	7	6	13	0	0
Satisfied	75	80	77	70	89	100

TABLE 37

JOB SATISFACTION INDICATORS FOR AFSC 13MX ANG PAYGRADE GROUPS
(PERCENT MEMBERS RESPONDING)

	ANG 1Lt (N=2)	ANG Capt (N=4)	ANG Maj (N=7)	ANG LtCol (N=1)
How do you find your job				
Dull	0	0	0	0
So-So	0	0	0	0
Interesting	100	100	100	100
How does your job utilize your talents?				
None to very little	0	0	0	0
Fairly to very well	100	25	14	0
Excellent to perfect	0	75	86	100
How does your job utilize your training?				
None to very little	0	0	0	0
Fairly to very well	100	50	57	0
Excellent to perfect	0	50	43	100
How satisfied with sense of accomplishment from work?				
Dissatisfied	0	25	0	0
Neutral	0	0	0	0
Satisfied	100	75	100	100

TABLE 38

CAREER INTENTIONS OF AD AFSC 13MX OFFICERS
(PERCENT MEMBERS RESPONDING)

CAREER INTENTIONS	2LT (N=20)	1LT (N=30)	CAPT (N=86)	MAJOR (N=23)	LT COL (N=9)	COL (N=2)
Will separate	5	3	6	4	0	0
Probably separate	5	27	14	4	0	0
Undecided	35	33	20	4	0	0
Probably stay	35	23	24	13	0	0
Will stay	20	13	36	74	100	100

TABLE 39

FACTORS AFFECTING INTENTION TO SEPARATE FROM THE AIR FORCE
(AD PERCENTAGES)

FACTORS	2LT (N=20)	1LT (N=30)	CAPT (N=86)	MAJOR (N=23)	LT COL (N=9)	COL (N=2)
Additional duties	5	13	15	0	0	0
Availability of assignments	5	20	15	9	0	0
Availability of civilian jobs	25	40	10	0	0	0
Availability of dental or medical care	10	10	8	0	0	0
Conflict with spouse's career or job	5	20	7	4	0	0
Retirement benefits	20	30	28	0	0	0
Educational opportunities	15	7	3	0	0	0
Esprit de corps	5	17	8	4	0	0
Family separation	5	27	21	0	0	0
Frequency of PCS moves	10	13	19	0	0	0
Frequency of TDYs	0	23	15	0	0	0
Job expectations	5	10	6	0	0	0
Job responsibilities	0	13	7	0	0	0
Career progression	10	53	33	13	0	0
Command opportunities	5	33	22	13	0	0
Length of duty days	0	17	14	0	0	0
Length of TDYs	0	20	12	0	0	0
Location of assignments	5	20	7	0	0	0
Number of remote assignments required	0	10	7	0	0	0
Operations tempo	10	20	22	0	0	0
Pay or allowances	15	33	17	0	0	0
Promotion opportunities	5	47	20	4	0	0
Quality of coworkers	0	7	3	0	0	0
Quality of housing	5	13	3	0	0	0
Recognition of one's efforts	0	17	15	4	0	0
Work schedule	5	13	10	0	0	0
Other	10	17	13	0	0	0

TABLE 40

FACTORS AFFECTING INTENTION TO STAY IN THE AIR FORCE
(AD PERCENTAGES)

FACTORS	2LT (N=20)	1LT (N=30)	CAPT (N=86)	MAJOR (N=23)	LT COL (N=9)	COL (N=2)
Additional duties	10	7	3	0	11	0
Availability of assignments	35	40	26	39	11	50
Availability of civilian jobs	15	10	8	26	11	0
Availability of dental or medical care	50	30	26	35	22	50
Compatibility with spouse's career or job	20	17	9	13	11	0
Retirement benefits	55	40	50	74	67	100
Educational opportunities	55	50	33	22	11	50
Esprit de corps	35	33	30	39	67	50
Lack of family separation	10	7	10	4	11	0
Frequency of PCS moves	15	13	16	9	22	0
Frequency of TDYs	15	20	8	9	11	0
Job expectations	25	17	17	22	11	0
Job responsibilities	30	27	45	57	89	50
Career progression	40	40	38	26	33	50
Command opportunities	40	17	26	26	44	50
Length of duty days	10	3	6	4	0	0
Length of TDYs	20	13	6	9	0	0
Location of assignments	25	30	28	17	0	0
Number of remote assignments required	20	13	8	13	0	0
Operations tempo	20	30	16	13	11	50
Pay or allowances	40	30	37	39	33	100
Promotion opportunities	45	30	35	35	44	50
Quality of coworkers	30	13	26	43	67	50
Quality of housing	20	7	7	0	0	0
Recognition of one's efforts	25	13	20	30	44	0
Work schedule	25	17	12	13	0	0
Other	20	7	5	9	11	0

TABLE 41

CAREER INTENTIONS OF ANG AFSC 13MX OFFICERS
(PERCENT MEMBERS RESPONDING)

CAREER INTENTIONS	1LT (N=2)	CAPT (N=4)	MAJOR (N=7)	LT COL (N=1)
Will separate	0	0	0	0
Probably separate	0	0	0	0
Undecided	0	0	0	0
Probably stay	0	25	14	0
Will stay	100	75	86	100

TABLE 42

FACTORS AFFECTING INTENTION TO STAY IN THE AIR FORCE
(ANG PERCENTAGES)

FACTORS	1LT (N=2)	CAPT (N=4)	MAJOR (N=7)	LT COL (N=1)
Additional duties	50	0	14	0
Availability of assignments	0	0	0	0
Availability of civilian jobs	0	0	0	0
Availability of dental or medical care	0	0	14	0
Compatibility with spouse's career or job	0	0	14	0
Retirement benefits	50	50	57	0
Educational opportunities	0	0	14	0
Esprit de corps	0	25	71	0
Lack of family separation	0	0	43	0
Frequency of PCS moves	0	0	0	0
Frequency of TDYs	0	25	0	0
Job expectations	50	0	43	0
Job responsibilities	50	0	57	0
Career progression	50	25	57	0
Command opportunities	50	25	57	0
Length of duty days	0	0	0	0
Length of TDYs	0	25	0	0
Location of assignments	0	0	29	0
Number of remote assignments required	50	0	0	0
Operations tempo	0	25	14	0
Pay or allowances	0	50	43	0
Promotion opportunities	0	50	71	0
Quality of coworkers	0	0	43	0
Quality of housing	0	0	0	0
Recognition of one's efforts	50	25	14	0
Work schedule	0	0	0	0
Other	0	0	14	0

TABLE 43

PERCENT TIME SPENT ON DUTIES ACROSS CONUS AND OVERSEAS OFFICERS
WITHIN THE CORE AOF/CC JOB GROUP (PERCENT MEMBERS PERFORMING)

DUTIES	CONUS	OVERSEAS
	CORE AOF/CC JOB GROUP (N=52)	CORE AOF/CC JOB GROUP (N=22)
A AIRFIELD OPERATIONS MANAGEMENT ACTIVITIES	22	22
B BASE OPERATIONS ACTIVITIES	3	3
C ATC PROCEDURE MANAGEMENT ACTIVITIES	7	7
D AIRFIELD MANAGEMENT ACTIVITIES	6	6
E COMMAND ACTIVITIES	10	10
F ADMINISTRATIVE ACTIVITIES	8	9
G PERSONNEL MANAGEMENT ACTIVITIES	16	16
H TOWER/RADAR AIR TRAFFIC CONTROL ACTIVITIES	4	2
I RESOURCE MANAGEMENT ACTIVITIES	9	11
J TRAINING ACTIVITIES	8	6
K CONTINGENCY/MOBILITY OPERATIONS ACTIVITIES	4	3
L WAR PLANNING ACTIVITIES	1	2
M AIRSPACE OR COMBAT AIRSPACE MANAGEMENT ACTIVITIES	2	3

NOTE: Columns may not add to 100 percent due to rounding.

TABLE 44

TASKS THAT BEST DIFFERENTIATE BETWEEN CONUS AND OVERSEAS OFFICERS
WITHIN THE CORE AOF/CC JOB GROUP (PERCENT MEMBERS PERFORMING)

TASKS		CONUS CORE AOF/CC JOB GROUP (N=52)	OVERSEAS CORE AOF/CC JOB GROUP (N=22)	DIFFERENCE
H0350	Operate tower communications equipment	69	32	37
J0426	Complete position certifications for required tower positions	77	41	36
J0462	Evaluate training requirements for instructors	35	0	35
D0154	Verify airfield markings and signs are correct	75	41	34
J0463	Evaluate effectiveness of training programs, plans, or procedures	56	23	33
J0461	Evaluate training methods or techniques of instructors	46	14	33
K0489	Assign personnel to mobility positions	50	18	32
A0039	Establish procedures for performing equipment checks	50	18	32
F0239	Draft or write responses to ORI or ORE reports	63	32	32
H0354	Provide emergency assistance to aircrews	63	32	32
D0151	Provide support to CE for air installation compatible use zone (AICUZ) studies	71	41	30
A0056	Maintain airfield operations liaison with foreign nationals	13	68	-55
A0064	Prepare required ATCALS meeting briefings	40	77	-37
A0022	Coordinate ATCALS briefings with unit personnel	40	73	-32
M0589	Initiate or coordinate host-tenant or interservice agreements with appropriate agencies	6	36	-31
F0256	Review official publications, such as instructions, manuals, or other directives	54	82	-28
L0562	Review base and host-nation war plans	46	73	-27
A0010	Brief status of ATCALS	65	91	-26
F0263	Review supplements or changes to directives, such as instructions, manuals, or indexes	62	86	-25

TABLE 45

PERCENT TIME SPENT ON DUTIES ACROSS CONUS AND OVERSEAS OFFICERS
WITHIN THE AIRSPACE/COMBAT AIRSPACE MANAGER JOB GROUP (PERCENT
MEMBERS PERFORMING)

DUTIES	CONUS	OVERSEAS
	AIRSPACE/COMBAT AIRSPACE MANAGER JOB GROUP (N=8)	AIRSPACE/COMBAT AIRSPACE MANAGER JOB GROUP (N=4)
A AIRFIELD OPERATIONS MANAGEMENT ACTIVITIES	7	3
B BASE OPERATIONS ACTIVITIES	0	0
C ATC PROCEDURE MANAGEMENT ACTIVITIES	2	2
D AIRFIELD MANAGEMENT ACTIVITIES	0	*
E COMMAND ACTIVITIES	9	8
F ADMINISTRATIVE ACTIVITIES	10	11
G PERSONNEL MANAGEMENT ACTIVITIES	5	8
H TOWER/RADAR AIR TRAFFIC CONTROL ACTIVITIES	*	*
I RESOURCE MANAGEMENT ACTIVITIES	2	0
J TRAINING ACTIVITIES	8	1
K CONTINGENCY/MOBILITY OPERATIONS ACTIVITIES	4	4
L WAR PLANNING ACTIVITIES	1	0
M AIRSPACE OR COMBAT AIRSPACE MANAGEMENT ACTIVITIES	52	64

NOTE: Columns may not add to 100 percent due to rounding.

TABLE 46

TASKS THAT BEST DIFFERENTIATE BETWEEN CONUS AND OVERSEAS
AIRSPACE/COMBAT AIRSPACE MANAGERS (PERCENT MEMBERS PERFORMING)

TASKS		CONUS AIRSPACE/ COMBAT AIRSPACE MANAGERS (N=8)	OVERSEAS AIRSPACE/ COMBAT AIRSPACE MANAGERS (N=4)	DIFFERENCE
J0471	Participate in formal training courses	75	0	75
M0583	Develop or submit requirements for airspace de- confliction software and hardware	100	50	50
G0298	Draft or write job or position descriptions	38	0	38
E0196	Package classified materials for shipment	38	0	38
J0473	Participate in recurrent ancillary/mobility training	38	0	38
A0006	Approve or disapprove requests for waivers to instructions, manuals, or directives	38	0	38
A0057	Maintain airfield operations liaison with other United States agencies	38	0	38
A0008	Attend AOB meetings	38	0	38
M0595	Provide airspace management qualification training for other controllers	38	0	38
J0428	Conduct formal course classroom training	38	0	38
A0056	Maintain airfield operations liaison with foreign nationals	38	0	38
G0319	Participate on court martial jury panels	13	50	-38
M0589	Initiate or coordinate host-tenant or interservice agreements with appropriate agencies	63	100	-38
M0599	Review MOAs concerning airspace use with host nation	63	100	-38
M0591	Negotiate airspace use and plots with host nations	63	100	-38
C0110	Coordinate ATC procedures for disaster control exercises with appropriate agencies	0	50	-50
M0566	Brief aircrews on airspace procedures and local specifics	50	100	-50
E0204	Prepare briefings concerning information not related to ATC	25	75	-50
M0598	Reserve airspace blocks for military operations use	50	100	-50
F0224	Draft or write after-action reports	25	75	-50
M0578	Develop airspace control plans (ACPs) for peacetime operations	50	100	-50
M0577	Develop ACPs for wartime operations	50	100	-50
G0279	Conduct supervisory performance feedback sessions	0	50	-50
G0300	Draft or write letters of appreciation or reprimand	13	75	-63
M0590	Monitor and report status of airfields and navigational aids	38	100	-63

TABLE 47

PERCENT TIME SPENT ON DUTIES ACROSS MAJCOM GROUPS

DUTIES	USAFE N=15	AETC N=42	PACAF N=19	AFSOC N=6	ACC N=37	AMC N=20	AFMC N=8	AFSA N=12	ANG N=13
A AIRFIELD OPERATIONS MANAGEMENT ACTIVITIES	20	17	19	15	16	20	22	11	14
B BASE OPERATIONS ACTIVITIES	2	2	3	1	1	2	3	0	1
C ATC PROCEDURE MANAGEMENT ACTIVITIES	7	3	6	5	3	6	5	1	3
D AIRFIELD MANAGEMENT ACTIVITIES	5	3	4	4	3	5	5	1	2
E COMMAND ACTIVITIES	10	12	13	9	14	11	9	26	14
F ADMINISTRATIVE ACTIVITIES	10	16	10	7	14	8	7	27	7
G PERSONNEL MANAGEMENT ACTIVITIES	14	9	15	5	16	17	11	13	19
H TOWER/RADAR AIR TRAFFIC CONTROL ACTIVITIES	8	17	1	1	3	4	4	0	5
I RESOURCE MANAGEMENT ACTIVITIES	9	4	10	3	8	13	18	14	11
J TRAINING ACTIVITIES	8	14	4	4	7	7	6	3	8
K CONTINGENCY/MOBILITY OPERATIONS ACTIVITIES	3	1	3	1	6	4	4	2	13
L WAR PLANNING ACTIVITIES	2	0	2	1	1	1	2	1	1
M AIRSPACE OR COMBAT AIRSPACE MANAGEMENT ACTIVITIES	2	3	10	44	8	2	3	2	2

NOTE: Columns may not add to 100 percent due to rounding.

TABLE 48

PERCENT TIME SPENT ON DUTIES BY MAJCOM PERSONNEL WITHIN THE CORE AOF/CC JOB GROUP

DUTIES	USAFE N=11	AETC N=12	PACAF N=10	AFSOC N=1	ACC N=11	AMC N=15	AFMC N=6
AVERAGE # OF TASKS	241	259	229	250	274	242	247
A AIRFIELD OPERATIONS MANAGEMENT ACTIVITIES	21	25	21	21	20	22	24
B BASE OPERATIONS ACTIVITIES	3	3	3	5	3	3	3
C ATC PROCEDURE MANAGEMENT ACTIVITIES	7	7	7	9	8	7	6
D AIRFIELD MANAGEMENT ACTIVITIES	6	7	7	8	7	6	7
E COMMAND ACTIVITIES	9	12	11	13	9	9	9
F ADMINISTRATIVE ACTIVITIES	8	8	9	5	8	8	6
G PERSONNEL MANAGEMENT ACTIVITIES	16	14	16	19	16	17	12
H TOWER/RADAR AIR TRAFFIC CONTROL ACTIVITIES	4	3	1	3	4	4	4
I RESOURCE MANAGEMENT ACTIVITIES	11	8	11	8	7	11	11
J TRAINING ACTIVITIES	7	8	6	6	9	8	8
K CONTINGENCY/MOBILITY OPERATIONS ACTIVITIES	4	3	3	1	5	3	5
L WAR PLANNING ACTIVITIES	2	1	2	1	2	1	2
M AIRSPACE OR COMBAT AIRSPACE MANAGEMENT ACTIVITIES	2	1	3	0	3	2	3

NOTE: Columns may not add to 100 percent due to rounding.

TABLE 49

HIGHEST DEGREE LEVEL ACHIEVED BY AD AFSC 13MX OFFICERS
(PERCENT MEMBERS RESPONDING)

LEVEL	2LT (N=20)	1LT (N=30)	CAPT (N=86)	MAJOR (N=23)	LT COL (N=9)	COL (N=2)
High School	0	0	0	0	0	0
Associate's Degree	0	0	0	0	0	0
Bachelor's Degree	80	73	23	0	0	0
Started Master's	20	17	41	9	0	0
Master's Degree	0	7	29	83	44	100
Started Ph.D.	0	3	6	9	33	0
> one Master's	0	0	1	0	22	0

TABLE 50

TYPES OF UNDERGRADUATE AND GRADUATE DEGREES HELD BY AD AFSC 13MX
OFFICERS (PERCENT MEMBERS RESPONDING)

Type of Degree	2LT (N=20)	1LT (N=30)	CAPT (N=86)	MAJOR (N=23)	LT COL (N=9)	COL (N=2)
Undergraduate specialty - Technical Degree (engineering, math, sciences)	45	33	49	48	11	50
Undergraduate specialty - Non-technical Degree (humanities, social science, education)	50	50	47	48	78	50
Undergraduate specialty - Other	10	17	7	13	11	0
Graduate specialty - No graduate degree	60	63	42	4	0	0
Graduate specialty - Aviation Specific Degree (sciences, engineering)	5	10	22	30	22	0
Graduate specialty - Technical Degree (engineering, mathematics, physical sciences)	15	3	5	13	11	50
Graduate specialty - Non- technical Degree (education, social sciences)	10	13	29	43	56	50
Graduate specialty - Professional (law, medical, nursing, etc.)	5	3	2	4	11	0
Graduate specialty - Other	0	3	1	4	0	0

TABLE 51

PME COURSES COMPLETED BY AD AFSC 13MX OFFICERS
(PERCENT MEMBERS RESPONDING)

PME COURSES COMPLETED	2LT (N=20)	1LT (N=30)	CAPT (N=86)	MAJOR (N=23)	LT COL (N=9)	COL (N=2)
Squadron Officer's School	0	0	73	78	78	100
Air Command and Staff College or sister service school	0	0	0	70	89	100
Air War College or sister service school	0	0	0	0	78	100
Industrial College of the Armed Forces/SS school	0	0	0	0	0	0
Other	15	13	5	13	11	0

TABLE 52

AMOUNT OF PRIOR-ENLISTED SERVICE FOR AD AFSC 13MX OFFICERS
(PERCENT MEMBERS RESPONDING)

AMOUNT OF PRIOR- ENLISTED SERVICE	2LT (N=20)	1LT (N=30)	CAPT (N=86)	MAJOR (N=23)	LT COL (N=9)	COL (N=2)
None	65	80	67	57	67	100
Less than 2 years	0	0	2	0	0	0
2-4 years	0	3	9	0	0	0
4-6 years	10	7	8	9	0	0
6-8 years	20	3	5	9	0	0
8 years or more	5	7	8	26	33	0

TABLE 53

HIGHEST LEVEL OF EDUCATION ACHIEVED BY ANG AFSC 13MX OFFICERS
(PERCENT MEMBERS RESPONDING)

LEVEL	1LT (N=2)	CAPT (N=4)	MAJ (N=7)	LT COL (N=1)
High School	0	0	0	0
Associate's Degree	0	0	0	0
Bachelor's Degree	100	100	14	100
Started Master's	0	0	57	0
Master's Degree	0	0	0	0
Started Ph.D.	0	0	29	0
> one Master's	0	0	0	0

TABLE 54

TYPES OF UNDERGRADUATE AND GRADUATE DEGREES HELD BY ANG
AFSC 13MX OFFICERS (PERCENT MEMBERS RESPONDING)

TYPE OF DEGREE	1LT (N=2)	CAPT (N=4)	MAJ (N=7)	LT COL (N=1)
Undergraduate specialty - Technical Degree (engineering, math, sciences)	50	75	29	0
Undergraduate specialty - Non-technical Degree (humanities, social science, education)	50	25	71	100
Undergraduate specialty - Other	0	0	0	0
Graduate specialty - No graduate degree	100	75	57	100
Graduate specialty - Aviation Specific Degree (sciences, engineering)	0	0	0	0
Graduate specialty - Technical Degree (engineering, mathematics, physical sciences)	0	0	0	0
Graduate specialty - Non- technical Degree (education, social sciences)	0	25	29	0
Graduate specialty - Professional (law, medical, nursing, etc.)	0	0	14	0
Graduate specialty - Other	0	0	0	0

TABLE 55

PME COURSES COMPLETED BY ANG AFSC 13MX OFFICERS
(PERCENT MEMBERS RESPONDING)

PME COURSES COMPLETED	1LT (N=2)	CAPT (N=4)	MAJ (N=7)	LT COL (N=1)
Squadron Officer's School	0	25	100	100
Air Command and Staff College or SS school	0	0	57	100
Air War College or sister service school	0	0	0	100
Industrial College of the Armed Forces/SS school	0	0	0	0
Other	50	0	14	100

TABLE 56

AMOUNT OF TIME SPENT PER MONTH ON ADDITIONAL DUTIES
FOR AD AFSC 13MX OFFICERS
(PERCENT MEMBERS RESPONDING)

AMOUNT OF TIME PER MONTH	2LT (N=20)	1LT (N=30)	CAPT (N=86)	MAJOR (N=23)	LT COL (N=9)	COL (N=2)
Less than 5 hours	55	23	42	57	78	100
5-10 hours	5	20	27	13	11	0
10-15 hours	10	17	14	13	0	0
More than 15 hours	30	40	17	17	11	0

TABLE 57

ADDITIONAL DUTY POSITIONS HELD BY 10 PERCENT OR MORE OF
AD AFSC 13MX OFFICERS
(PERCENT MEMBERS RESPONDING)

TITLE OF ADDITIONAL DUTY POSITION	2LT (N=20)	1LT (N=30)	CAPT (N=86)	MAJOR (N=23)	LT COL (N=9)	COL (N=2)
Airshow ATC Coordinator	0	23	28	17	0	0
Building Manager	5	10	2	0	0	0
Ceremony Coordinator (retire/special projects)	5	27	24	9	0	0
Computer Equipment Custodian	0	10	5	0	0	0
Computer Systems Security Officer	0	17	2	0	0	0
Contract Monitor	10	10	7	4	0	0
Crisis Action Team Member	0	10	21	22	11	0
Disaster Preparedness	5	23	17	4	0	0
Escort Officer	10	10	16	9	0	0
Exercise Evaluation Team Member	0	10	10	13	0	0
Frequency Manager	0	10	5	0	0	0
Government Charge Card Coordinator	0	13	6	0	0	0
Major Accident Response Exercise Participant	5	23	24	22	0	0
Metrics Officer	0	13	9	0	0	0
Mobility Officer	0	13	6	0	0	0
Quality Officer	5	10	13	4	0	0
Resource Advisor	0	20	8	9	0	0
Safety Representative	0	10	0	0	0	0
Security Manager	0	10	3	0	0	0
Self-Assessment Monitor	0	27	16	9	0	0
Telephone Control Officer	0	20	5	0	0	0
Other	50	17	16	22	22	50

TABLE 58

AMOUNT OF TIME SPENT PER MONTH ON ADDITIONAL DUTIES
FOR ANG AFSC 13MX OFFICERS
(PERCENT MEMBERS RESPONDING)

AMOUNT OF TIME	1LT (N=2)	CAPT (N=4)	MAJ (N=7)	LT COL (N=1)
Less than 5 hours	100	50	43	0
5-10 hours	0	0	14	100
10-15 hours	0	0	14	0
More than 15 hours	0	50	29	0

TABLE 59

ADDITIONAL DUTY POSITIONS HELD BY 10 PERCENT OR MORE OF
ANG AFSC 13MX OFFICERS
(PERCENT MEMBERS RESPONDING)

ADDITIONAL DUTIES	1LT (N=2)	CAPT (N=4)	MAJ (N=7)	LT COL (N=1)
Airshow ATC Coordinator	0	50	0	100
Ceremony Coordinator (retirement/special projects)	0	50	29	0
Building Manager	0	25	14	100
Communications Security (COMSEC) Manager	0	50	14	0
Computer Equipment Custodian	0	25	0	100
Computer Systems Security Officer	0	50	14	0
Crisis Action Team Member	0	25	14	0
Mobility Officer	0	25	43	0
Facility Utilization Board Member	0	50	43	0
Report of Survey Monitor	0	25	29	0
Resource Advisor	0	50	29	0
Self-Assessment Monitor	0	50	29	0
Status of Resources/Training System Monitor	0	50	14	0

TABLE 60

RESPONSES SHOWING HOW AUTOMATED FUTURE ATC SYSTEMS AND
EQUIPMENT SHOULD BE (DATA FOR ALL SURVEY RESPONDENTS)

TYPE OF AUTOMATED SYSTEM	FULLY AUTOMATED	AUTOMATED DECISION WITH HUMAN VETO POWER	AUTOMATED RECOMMEND- ATION WITH HUMAN DECISION	AUTOMATED SET OF BEST OPTIONS WITH HUMAN DECISION	HUMAN CREATES OPTIONS AND MAKES DECISION
Aircraft Conflict Resolution	0	10	47	40	3
Adjacent Airspace Resolution	0	13	41	42	5
Minimum Safe Altitude Warnings	4	20	42	31	3
Air Traffic Flow Control	2	11	25	54	8
Automatic Acquire Of Aircraft Information	18	27	27	25	2
Automated Handoffs	5	35	36	19	7
Automated ATIS	21	29	15	17	17
Automated Points	8	30	32	18	12
GPS Tracking Of Info For Aircraft	15	27	27	27	4
GPS Precision Approaches	8	26	33	29	5
Automated Controller Tracking	14	27	22	23	13
Quick Reaction Checklists	4	15	29	35	17
NOTAM Distribution	21	37	16	20	6
De-confliction Of Airspace Requests	7	31	24	33	5
Airspace Requests	8	29	24	33	6

TABLE 61

RESPONSES ON USEFULNESS OF FUTURE TRAINING AUTOMATION FOR AIR
TRAFFIC CONTROL
(DATA FOR ALL SURVEY RESPONDENTS)

TYPE OF AUTOMATED SYSTEM	EXTREMELY NECESSARY	USEFUL	NEUTRAL VALUE	NOT USEFUL	TOTALLY UNNECESSARY
Internal Digital Recording Device To Controller Training	45	53	2	1	0
Phraseology Error Tracking	20	69	9	3	0
Separation Error Tracking	64	34	2	0	0
Automated References	43	51	6	0	1

TABLE 62

AMOUNT OF TIME AD AFSC 13MX OFFICERS HAVE BEEN
TDY/DEPLOYED OVER THE PAST 36 MONTHS (PERCENT MEMBERS RESPONDING)

NUMBER OF DAYS TDY OR DEPLOYED	2LT (N=20)	1LT (N=30)	CAPT (N=86)	MAJOR (N=23)	LT COL (N=9)	COL (N=2)
Never deployed/TDY	30	27	5	13	11	0
1-60 days	25	37	20	26	22	50
61-120 days	40	23	23	4	22	50
121 or more days	5	13	52	57	44	0

TABLE 63

AMOUNT OF TIME ANG AFSC 13MX OFFICERS HAVE BEEN
TDY/DEPLOYED OVER THE PAST 36 MONTHS (PERCENT MEMBERS RESPONDING)

NUMBER OF DAYS TDY OR DEPLOYED	1LT (N=2)	CAPT (N=4)	MAJ (N=7)	LT COL (N=1)
Never deployed/TDY	50	0	0	0
1-60 days	0	75	29	100
61-120 days	50	0	14	0
121 or more days	0	25	57	0

APPENDIX B

TABLES 64-77 SELECTED REPRESENTATIVE TASKS PERFORMED BY SPECIALTY CLUSTER AND JOB GROUPS

TABLE 64

REPRESENTATIVE TASKS PERFORMED BY AFSC 13MX OFFICERS WITHIN THE AIRFIELD
OPERATIONS CLUSTER
(STG032)

TASKS	PERCENT MEMBERS PERFORMING (N=109)
E0198 Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting	92
F0232 Draft or write point, position, or talking papers	92
A0001 Answer queries from operations group commander or equivalent	90
G0266 Advise subordinates on unit policies or procedures	89
G0300 Draft or write letters of appreciation or reprimand	89
G0267 Approve or disapprove leaves or passes	88
E0159 Advise commanders or staff agency personnel on matters, such as capabilities, procedures, or programs	87
E0170 Conduct general meetings, such as staff meetings, conferences, or workshops	87
G0329 Review recommendations for general awards or decorations	86
G0274 Assign special projects to personnel	85
E0200 Participate in staff committees, reviews, or working groups	84
G0302 Draft or write recommendations for general decorations or awards	84
G0328 Review personnel records	84
G0273 Assign personnel to additional duties or details	84
G0324 Review EPRs	83
E0199 Participate in professional meetings or conferences	83
G0287 Counsel incoming personnel	83
F0233 Draft or write policy or procedure letters	82
G0289 Counsel personnel on personal or military-related matters	82
G0296 Draft or write enlisted performance reports (EPRs)	81
A0051 Interpret ATC policies for customers	81
G0311 Evaluate personnel for compliance with military standards	81
E0193 Interpret official publications, policy, directives, or procedures for subordinates	80
G0317 Investigate personnel problems	80
G0268 Approve or disapprove letters of appreciation or reprimand	80
G0279 Conduct supervisory performance feedback sessions	79
G0326 Review letters of appreciation or reprimand	79
A0079 Review minutes of AOB meetings	78
A0008 Attend AOB meetings	78
E0182 Direct administrative functions	77
G0288 Counsel personnel concerning career opportunities	77
A0052 Investigate ATC complaints	77
A0081 Review recommendations for ATC and airfield management quarterly or annual awards	76
G0312 Evaluate personnel for promotion, demotion, reclassification, or special awards	76
G0334 Visit unit personnel who are sick or hospitalized	75
E0202 Plan general meetings, such as staff meetings, conferences, or workshops	74
A0034 Draft or write recommendations for ATC and airfield management quarterly or annual awards	74

TABLE 64 (Continued)

PMP

E0172	Conduct tours of facilities or equipment	74
I0372	Develop budgets or budget estimates	73
A0020	Coordinate AOB or ATCALS meeting agendas	73
G0305	Endorse EPRs	73
G0308	Evaluate job or position descriptions	73
F0249	Read technical publications, such as regulations, standards, or reports	72
A0023	Coordinate development of base airfield operations instructions (OIs)	72
A0033	Draft or write minutes of AOB or ATCALS meetings	72
F0230	Draft or write MOUs or MOAs	72
G0307	Establish performance standards for subordinates	72
F0257	Review ORI or ORE reports	72
G0285	Coordinate requests for temporary duty (TDY) orders with appropriate agencies	72
A0021	Coordinate ATC involvement in exercise scenarios with exercise planners	72
G0303	Draft or write records of personnel counseling sessions	72
F0263	Review supplements or changes to directives, such as instructions, manuals, or indexes	71
E0189	Evaluate suspenses	71
C0123	Prepare or submit recommendations for improving or standardizing ATC procedures	71
G0270	Approve or disapprove recommendations for general awards or decorations	71
A0005	Approve or disapprove recommendations for air traffic control (ATC) and airfield management quarterly or annual awards	71
I0366	Coordinate manning or manpower requirements with higher headquarters or subordinate unit personnel	70
A0083	Schedule ATC meetings	70
A0032	Draft or write inputs to OPLAN	70
A0007	Attend Air Traffic Control and Landing Systems (ATCALS)	70
A0061	Plan for ATSEP visits	69
I0355	Allocate unit funds	69
A0036	Draft or write responses to open ATSEP items	69
D0134	Conduct or participate in airfield inspections	69
G0280	Conduct supervisory orientations for newly assigned personnel	69
D0133	Attend wing-level BASH meetings	69
A0078	Review inputs to OPLAN	69
F0256	Review official publications, such as instructions, manuals, or other directives	68
F0248	Read current periodicals and journals relating to field of work	68
G0315	Initiate actions required due to substandard performance of personnel	68
A0063	Prepare required AOB meeting briefings	67
A0016	Conduct briefings during AOB meetings	67
G0290	Determine work priorities for subordinates	67
A0019	Coordinate AOB briefings with unit personnel	67
C0108	Coordinate ATC considerations for special operations with base flying authorities	67
A0053	Investigate ATC customer surveys	67
G0331	Schedule personnel for TDY assignments, leaves, or passes	67
C0129	Review TERPS packages	67
A0010	Brief status of ATCALS	66
A0014	Complete requests for waivers to instructions, manuals, or directives	66
F0231	Draft or write official publications, such as instructions, manuals, or directives	65
E0178	Determine unit goals or objectives	65
L0564	Review support agreements	65
D0146	Investigate runway intrusions	65
E0192	Implement unit policies or procedures	64

TABLE 65

REPRESENTATIVE TASKS PERFORMED BY AFSC 13MX OFFICERS WITHIN THE AIRFIELD
OPERATIONS MANAGEMENT JOB GROUP
(STG064)

TASKS		PERCENT MEMBERS PERFORMING (N=25)
F0232	Draft or write point, position, or talking papers	96
E0198	Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting	96
E0200	Participate in staff committees, reviews, or working groups	96
E0199	Participate in professional meetings or conferences	96
E0159	Advise commanders or staff agency personnel on matters, such as capabilities, procedures, or programs	92
F0256	Review official publications, such as instructions, manuals, or other directives	92
G0329	Review recommendations for general awards or decorations	92
G0311	Evaluate personnel for compliance with military standards	92
F0263	Review supplements or changes to directives, such as instructions, manuals, or indexes	88
E0170	Conduct general meetings, such as staff meetings, conferences, or workshops	88
E0202	Plan general meetings, such as staff meetings, conferences, or workshops	88
G0266	Advise subordinates on unit policies or procedures	88
F0248	Read current periodicals and journals relating to field of work	88
G0274	Assign special projects to personnel	88
G0267	Approve or disapprove leaves or passes	88
E0193	Interpret official publications, policy, directives, or procedures for subordinates	84
I0372	Develop budgets or budget estimates	84
F0249	Read technical publications, such as regulations, standards, or reports	84
F0245	Evaluate MOUs or MOAs	84
I0355	Allocate unit funds	84
G0289	Counsel personnel on personal or military-related matters	84
G0328	Review personnel records	84
G0273	Assign personnel to additional duties or details	84
F0240	Draft or write staff studies or staff summaries	80
F0262	Review staff studies or staff summaries	80
E0189	Evaluate suspenses	80
F0233	Draft or write policy or procedure letters	80
E0182	Direct administrative functions	80
F0223	Coordinate changes to official publications, policy, or procedures with higher headquarters personnel	80
I0385	Evaluate effects of budget changes on programs	80
G0312	Evaluate personnel for promotion, demotion, reclassification, or special awards	80
F0251	Review after-action reports	80
G0288	Counsel personnel concerning career opportunities	80
G0302	Draft or write recommendations for general decorations or awards	80
I0366	Coordinate manning or manpower requirements with higher headquarters or subordinate unit personnel	76
I0369	Determine priority of program or project requirements	76
E0162	Analyze data trends	76
E0190	Evaluate workload requirements	76

TABLE 65 (Continued)

PMP

G0324	Review EPRs	76
G0290	Determine work priorities for subordinates	76
I0365	Consolidate inputs for unit budgets	76
E0204	Prepare briefings concerning information not related to ATC	76
I0407	Review budget or budget estimates	76
I0356	Analyze organizational structures	76
F0252	Review classified reports, messages, or documents	76
G0326	Review letters of appreciation or reprimand	76
G0287	Counsel incoming personnel	76
E0166	Chair staff committees or working groups	72
F0231	Draft or write official publications, such as instructions, manuals, or directives	72
E0192	Implement unit policies or procedures	72
I0371	Develop budget guidelines	72
G0279	Conduct supervisory performance feedback sessions	72
G0283	Coordinate help in resolving subordinates' problems with on- or off-base agency personnel	72
G0270	Approve or disapprove recommendations for general awards or decorations	72
F0257	Review ORI or ORE reports	72
G0298	Draft or write job or position descriptions	72
E0186	Evaluate production or output of workcenters	68
F0241	Draft or write supplements or changes to directives, such as instructions, manuals, or indexes	68
E0160	Advise Headquarters USAF or Department of Defense (DoD) staff agencies on applicability of standards and criteria	68
E0178	Determine unit goals or objectives	68
E0201	Participate on Process Action Teams	68
E0206	Present briefings concerning information not related to ATC	68
A0081	Review recommendations for ATC and airfield management quarterly or annual awards	68
I0406	Review budget guidelines	68
I0388	Evaluate new equipment for purchase	68
I0413	Review manpower authorizations	64
E0161	Advise subordinate units on changes to instructions, manuals, or supplements	64
I0386	Evaluate existing or proposed manning or manpower requirements	64
F0219	Approve or disapprove policy or procedure letters	64
G0296	Draft or write enlisted performance reports (EPRs)	64
E0213	Schedule work assignments or priorities	64
A0079	Review minutes of AOB meetings	64
F0218	Approve or disapprove official publications, such as instructions, manuals, or directives	64
A0001	Answer queries from operations group commander or equivalent	64
I0364	Consolidate inputs for programming documents	64
I0387	Evaluate manpower change requests	64
G0310	Evaluate job standards	64
A0051	Interpret ATC policies for customers	60
F0221	Approve or disapprove supplements or changes to directives, such as instructions, manuals, or indexes	60
I0359	Approve or disapprove budgets or budget estimates	60
I0358	Approve or disapprove budget guidelines	60
I0414	Review status of unit funding on quarterly or annual basis	60

TABLE 66

REPRESENTATIVE TASKS PERFORMED BY AFSC 13MX OFFICERS WITHIN THE
ANG ATCS/CC JOB GROUP
(STG081)

TASKS		PERCENT MEMBERS PERFORMING (N=2)
I0407	Review budget or budget estimates	100
I0386	Evaluate existing or proposed manning or manpower requirements	100
I0357	Analyze unit needs for developing budget conversion financial plans	100
I0372	Develop budgets or budget estimates	100
I0409	Review fund allocations	100
I0410	Review fund expenditures	100
I0356	Analyze organizational structures	100
G0316	Interview job applicants	100
I0369	Determine priority of program or project requirements	100
G0285	Coordinate requests for temporary duty (TDY) orders with appropriate agencies	100
E0182	Direct administrative functions	100
G0267	Approve or disapprove leaves or passes	100
G0278	Conduct job position interviews	100
A0027	Coordinate with equipment maintenance with base communications	100
I0355	Allocate unit funds	100
K0489	Assign personnel to mobility positions	100
K0503	Determine status of ATCALS	100
F0219	Approve or disapprove policy or procedure letters	100
E0165	Assign personnel to work areas or duty positions, other than for mobility	100
E0183	Draft or write workcenter descriptions	100
G0270	Approve or disapprove recommendations for general awards or decorations	100
F0230	Draft or write MOUs or MOAs	100
G0295	Draft or write civilian performance appraisals	100
E0199	Participate in professional meetings or conferences	100
A0007	Attend Air Traffic Control and Landing Systems (ATCALS)	100
K0536	Report on status of ATCALS	100
I0403	Prepare justifications of budget proposals for program review committees	100
G0289	Counsel personnel on personal or military-related matters	100
E0200	Participate in staff committees, reviews, or working groups	100
A0008	Attend AOB meetings	100
A0020	Coordinate AOB or ATCALS meeting agendas	100
G0308	Evaluate job or position descriptions	100
G0304	Endorse civilian performance appraisals	100
K0539	Review availability status of personnel for deployments	100
J0426	Complete position certifications for required tower positions	100
J0473	Participate in recurrent ancillary/mobility training	100
H0346	Operate ground control position	100
E0212	Schedule staff assistance visits, inspections, or audits	100
H0345	Operate flight data position	100
G0273	Assign personnel to additional duties or details	100
A0010	Brief status of ATCALS	100
A0016	Conduct briefings during AOB meetings	100

TABLE 66 (Continued)

PMP

E0181	Develop organizational charts, graphs, or status boards	100
K0501	Coordinate mobility exercise or contingency requirements with appropriate agencies	100
F0245	Evaluate MOUs or MOAs	100
F0257	Review ORI or ORE reports	100
A0034	Draft or write recommendations for ATC and airfield management quarterly or annual awards	100
G0314	Initiate promotion actions	100
A0081	Review recommendations for ATC and airfield management quarterly or annual awards	100
A0055	Lead preparation efforts for operational readiness inspections (ORIs) or operational readiness exercises (OREs)	100
G0332	Select civilian personnel for employment	100
I0402	Plan layouts of facilities	100
A0030	Develop local personnel recognition programs	100
G0274	Assign special projects to personnel	100
E0159	Advise commanders or staff agency personnel on matters, such as capabilities, procedures, or programs	100
K0491	Brief deploying personnel	100
F0248	Read current periodicals and journals relating to field of work	100
G0268	Approve or disapprove letters of appreciation or reprimand	100
A0033	Draft or write minutes of AOB or ATCALS meetings	100
J0472	Participate in mandatory physical training	100
F0232	Draft or write point, position, or talking papers	100
E0190	Evaluate workload requirements	100
E0189	Evaluate suspenses	100
E0172	Conduct tours of facilities or equipment	100
I0405	Present unit budget requirements to budget boards or panels	50
I0415	Submit fund allocations	50
I0406	Review budget guidelines	50
I0371	Develop budget guidelines	50
K0545	Supervise vehicle or ATCALS equipment maintenance	50
I0400	Plan and coordinate construction or design of new airfield operations facilities or equipment	50
A0013	Complete local facility operations guide (FOG) checklist procedures	50
K0507	Develop tracking systems to determine mobility training currency of personnel	50
E0207	Provide inputs for commander's calls	50
E0198	Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting	50
A0066	Prepare or submit recommendations for changes to base ATC publications	50
I0388	Evaluate new equipment for purchase	50
A0061	Plan for ATSEP visits	50
E0170	Conduct general meetings, such as staff meetings, conferences, or workshops	50
F0233	Draft or write policy or procedure letters	50
J0480	Review training reports	50
G0266	Advise subordinates on unit policies or procedures	50
G0307	Establish performance standards for subordinates	50
G0298	Draft or write job or position descriptions	50
G0279	Conduct supervisory performance feedback sessions	50
E0166	Chair staff committees or working groups	50
G0301	Draft or write officer performance reports (OPRs)	50

TABLE 67

REPRESENTATIVE TASKS PERFORMED BY AFSC 13MX OFFICERS WITHIN
THE CORE AOF JOB GROUP
(STG066)

--COMPOSED OF 35% 1-48 MONTHS AFSC 13MX OFFICERS
--PERFORM AN AVERAGE OF 249 TASKS ON THE JOB

PERCENT
MEMBERS
PERFORMING
(N=74)

TASKS		
A0001	Answer queries from operations group commander or equivalent	99
A0008	Attend AOB meetings	97
A0020	Coordinate AOB or ATCALS meeting agendas	96
A0023	Coordinate development of base airfield operations instructions (OIs)	96
A0033	Draft or write minutes of AOB or ATCALS meetings	96
A0019	Coordinate AOB briefings with unit personnel	95
A0052	Investigate ATC complaints	95
A0063	Prepare required AOB meeting briefings	95
A0034	Draft or write recommendations for ATC and airfield management quarterly or annual awards	93
G0266	Advise subordinates on unit policies or procedures	93
A0016	Conduct briefings during AOB meetings	92
A0036	Draft or write responses to open ATSEP items	92
B0091	Complete flightline driver's familiarization program	92
A0051	Interpret ATC policies for customers	91
D0133	Attend wing-level BASH meetings	91
E0198	Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting	91
F0232	Draft or write point, position, or talking papers	91
G0267	Approve or disapprove leaves or passes	91
G0300	Draft or write letters of appreciation or reprimand	91
G0324	Review EPRs	91
C0130	Review and initial all ATC daily event logs	89
G0296	Draft or write enlisted performance reports (EPRs)	89
G0328	Review personnel records	89
A0012	Complete local ATSEP checklist procedures	88
A0021	Coordinate ATC involvement in exercise scenarios with exercise planners	88
A0079	Review minutes of AOB meetings	88
B0092	Coordinate Bird/Aircraft Strike Hazard (BASH), MACA, and Foreign Object Damage (FOD) programs with safety office	88
C0129	Review TERPS packages	88
E0159	Advise commanders or staff agency personnel on matters, such as capabilities, procedures, or programs	88
G0287	Counsel incoming personnel	88
G0302	Draft or write recommendations for general decorations or awards	88
A0032	Draft or write inputs to OPLAN	86
A0035	Draft or write requests for waivers to instructions, manuals, or directives	86
A0053	Investigate ATC customer surveys	86
A0083	Schedule ATC meetings	86
C0108	Coordinate ATC considerations for special operations with base flying authorities	86
E0170	Conduct general meetings, such as staff meetings, conferences, or workshops	86
F0233	Draft or write policy or procedure letters	86

TABLE 67 (Continued)

PMP

G0273	Assign personnel to additional duties or details	86
A0061	Plan for ATSEP visits	85
C0128	Review current tower visual flight rules (VFR) control procedures	85
D0134	Conduct or participate in airfield inspections	85
D0146	Investigate runway intrusions	85
G0274	Assign special projects to personnel	85
G0305	Endorse EPRs	85
G0329	Review recommendations for general awards or decorations	85
A0066	Prepare or submit recommendations for changes to base ATC publications	84
B0099	Review changes to FLIPs	84
G0279	Conduct supervisory performance feedback sessions	84
G0317	Investigate personnel problems	84
G0326	Review letters of appreciation or reprimand	84
A0024	Coordinate disposition and distribution of ATC voice-recorder tapes or other records pertaining to aircraft accidents or incidents	82
C0106	Coordinate aircraft control procedures with other bases or outside organizations	82
C0107	Coordinate ATC considerations for airshows with base flying authorities	82
C0121	Establish or review anti-hijack and unauthorized flight movement procedures	82
G0311	Evaluate personnel for compliance with military standards	82
A0050	Inform base flight safety office of all corrective actions in response to HATRs	81
A0076	Review ATC operational evaluations	81
A0078	Review inputs to OPLAN	81
C0115	Coordinate NAVAID or ATCALS flight checks with FAA	81
D0138	Coordinate annual airfield waivers with major commands (MAJCOMs), Air Force Flight Standards Agency (AFFSA) or appropriate base flying authorities	81
E0172	Conduct tours of facilities or equipment	81
G0268	Approve or disapprove letters of appreciation or reprimand	81
G0289	Counsel personnel on personal or military-related matters	81
A0002	Approve or disapprove inputs to operation plans (OPLAN)	80
A0014	Complete requests for waivers to instructions, manuals, or directives	80
A0018	Coordinate aircraft control priorities with base flying authorities	80
C0123	Prepare or submit recommendations for improving or standardizing ATC procedures	80
D0140	Coordinate runway opening and closing activities with appropriate base flying agencies	80
E0193	Interpret official publications, policy, directives, or procedures for subordinates	80
E0199	Participate in professional meetings or conferences	80
J0481	Review TRB minutes	80
A0077	Review ATC voice-recorder tapes pertaining to aircraft accidents or incidents	78
A0080	Review positions certifications	78
A0081	Review recommendations for ATC and airfield management quarterly or annual awards	78
D0141	Coordinate with airfield maintenance projects with CE	78
E0200	Participate in staff committees, reviews, or working groups	78
G0303	Draft or write records of personnel counseling sessions	78
J0423	Complete ATM 10 training course	78
B0101	Review and initial all base operations daily event logs	77
D0158	Verify runway intrusion corrective actions are complete	77
E0182	Direct administrative functions	77
A0005	Approve or disapprove recommendations for air traffic control (ATC) and airfield management quarterly or annual awards	76

TABLE 68

REPRESENTATIVE TASKS PERFORMED BY AFSC 13MX OFFICERS WITHIN THE
AIRFIELD SYSTEMS FLIGHT COMMANDER JOB GROUP
(STG073)

TASKS		PERCENT MEMBERS PERFORMING (N=3)
J0453	Establish mobility training programs	100
E0198	Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting	100
E0178	Determine unit goals or objectives	100
K0503	Determine status of ATCALS	100
K0536	Report on status of ATCALS	100
G0296	Draft or write enlisted performance reports (EPRs)	100
E0170	Conduct general meetings, such as staff meetings, conferences, or workshops	100
K0532	Prepare equipment for deployments	100
A0055	Lead preparation efforts for operational readiness inspections (ORIs) or operational readiness exercises (OREs)	100
G0317	Investigate personnel problems	100
I0370	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace, other than for mobility	100
K0531	Position mobile ATC equipment or support equipment	100
K0527	Participate in mobility exercise planning meetings	100
K0539	Review availability status of personnel for deployments	100
K0526	Operate portable radios, such as field radios, during contingency exercises or operations	100
K0551	Verify preparation of TERPS packages for mobile site development	100
K0514	Erect or tear down mobile ATC facilities	100
K0517	Establish mobility or contingency positions for exercises	100
E0200	Participate in staff committees, reviews, or working groups	100
M0565	Attend planning meetings for development of exercises	100
K0521	Initiate or process mobility or contingency exercise reports or messages, such as itinerary or departure messages	100
K0496	Conduct airfield mobility training exercises	100
K0537	Request or distribute mobility requirements documents	100
E0182	Direct administrative functions	100
K0489	Assign personnel to mobility positions	100
K0534	Prepare mission limiting factors (LIMFACs)	100
K0519	Evaluate mobility, contingency, disaster preparedness, or unit emergency or alert plans	100
K0502	Determine source of personnel requirements for deployment manning documents	100
I0366	Coordinate manning or manpower requirements with higher headquarters or subordinate unit personnel	100
K0523	Inspect mobility bags, kits, or records	100
K0498	Conduct site surveys for positioning mobile ATCALS	100
K0524	Lead convoy and movement control	100
K0518	Establish plan for care of and flow of information to family members of deployed personnel	100
G0315	Initiate actions required due to substandard performance of personnel	100
K0550	Verify medical eligibility and mobility training of tasked personnel for deployment	100

TABLE 68 (Continued)

PMP

G0312	Evaluate personnel for promotion, demotion, reclassification, or special awards	100
K0513	Don or doff chemical warfare personal protective clothing	100
K0528	Perform chemical warfare agent decontamination procedures	100
I0365	Consolidate inputs for unit budgets	100
J0448	Establish ATCALS equipment training programs	100
G0311	Evaluate personnel for compliance with military standards	100
A0001	Answer queries from operations group commander or equivalent	100
K0525	Obtain weather information in support of mobile operations	100
I0401	Plan deployments of equipment or personnel	100
G0302	Draft or write recommendations for general decorations or awards	100
G0267	Approve or disapprove leaves or passes	100
G0331	Schedule personnel for TDY assignments, leaves, or passes	100
K0491	Brief deploying personnel	100
K0538	Review CEM orders for deployments or exercise operations	100
F0257	Review ORI or ORE reports	100
G0307	Establish performance standards for subordinates	100
L0563	Review OPLANs to determine unit or personnel responsibilities	100
K0500	Coordinate flight checks with FAA or regulatory agencies	100
F0233	Draft or write policy or procedure letters	100
I0413	Review manpower authorizations	100
G0308	Evaluate job or position descriptions	100
G0303	Draft or write records of personnel counseling sessions	100
G0313	Evaluate work schedules	100
G0310	Evaluate job standards	100
G0294	Develop or establish work schedules	100
L0564	Review support agreements	100
K0494	Complete airfield waiver packages	100
G0328	Review personnel records	100
F0230	Draft or write MOUs or MOAs	100
G0300	Draft or write letters of appreciation or reprimand	100
K0493	Brief unit family members during emergency situations	100
K0490	Attend intelligence briefings	100
F0264	Review unit emergency plans	100
G0287	Counsel incoming personnel	100
F0265	Review unit security plans, policies, or programs	100
A0007	Attend Air Traffic Control and Landing Systems (ATCALS)	100
F0239	Draft or write responses to ORI or ORE reports	75
J0473	Participate in recurrent ancillary/mobility training	75
K0545	Supervise vehicle or ATCALS equipment maintenance	75
K0520	Identify or coordinate equipment or personnel requirements for mobility exercises or deployments	75
K0544	Supervise packing and palletization of mobility or contingency equipment for shipment or movement	75
I0367	Coordinate procurement of initial mobility supplies or equipment with base supply	75
A0044	Evaluate inspection report observations or problems	75
K0507	Develop tracking systems to determine mobility training currency of personnel	75
G0324	Review EPRs	75
K0546	Transport mobility or contingency equipment to or from deployed locations	75
K0515	Erect or tear down mobile communications facilities	75
K0516	Erect or tear down mobile tactical air navigation systems (TACANs)	75

TABLE 69

REPRESENTATIVE TASKS PERFORMED BY AFSC 13MX OFFICERS WITHIN THE
AIRSPACE/COMBAT AIRSPACE MANAGER JOB GROUP
(STG029)

TASKS		PERCENT MEMBERS PERFORMING (N=12)
M0576	Deconflict new or modified ACMs	100
M0587	Generate or modify ACMs using applicable software	100
M0567	Compare new or modified airspace control measures (ACMs) using computer databases	100
M0588	Identify or plot airspace routes using latitude/longitude or universal transverse Mercator (UTM) coordinates	92
M0582	Develop or review combat airspace publications or instructions	92
M0571	Coordinate airspace use and scheduling for exercises	92
M0573	Coordinate range requirements with range agencies	92
M0569	Coordinate airspace matters with DoD, FAA, host nation, US Embassy, or coalition forces	83
M0565	Attend planning meetings for development of exercises	83
M0596	Provide briefings on airspace matters	83
M0583	Develop or submit requirements for airspace de-confliction software and hardware	83
M0585	Generate or disseminate airspace control orders using airspace de-confliction system	83
M0586	Generate or disseminate changes to airspace control orders	83
M0572	Coordinate changes to special use airspace with appropriate agencies	83
F0232	Draft or write point, position, or talking papers	83
M0594	Procedurally de-conflict all participating air assets for exercises or contingencies	75
M0570	Coordinate airspace requirements for all aircraft types for US and coalition forces	75
M0591	Negotiate airspace use and plots with host nations	75
M0581	Develop refueling tracks	75
M0589	Initiate or coordinate host-tenant or interservice agreements with appropriate agencies	75
M0599	Review MOAs concerning airspace use with host nation	75
M0575	Coordinate routing tracks with users or host nations	75
M0578	Develop airspace control plans (ACPs) for peacetime operations	67
F0249	Read technical publications, such as regulations, standards, or reports	67
M0598	Reserve airspace blocks for military operations use	67
M0577	Develop ACPs for wartime operations	67
M0574	Coordinate reconnaissance routing with exercise or contingency planners	67
F0252	Review classified reports, messages, or documents	67
M0566	Brief aircrews on airspace procedures and local specifics	67
E0159	Advise commanders or staff agency personnel on matters, such as capabilities, procedures, or programs	67
M0593	Participate as a member of special operations liaison element to air operations center	58
M0597	Provide guidance or oversight to ATC liaisons or ATC agencies	58
A0001	Answer queries from operations group commander or equivalent	58
F0248	Read current periodicals and journals relating to field of work	58
E0200	Participate in staff committees, reviews, or working groups	58
M0590	Monitor and report status of airfields and navigational aids	58
F0256	Review official publications, such as instructions, manuals, or other directives	58
J0471	Participate in formal training courses	50

TABLE 69 (Continued)

PMP

M0568	Coordinate airfield operations considerations for air expeditionary forces	50
M0592	Negotiate delegated terminal airspace with FAA or other agencies	50
E0170	Conduct general meetings, such as staff meetings, conferences, or workshops	50
K0490	Attend intelligence briefings	50
G0285	Coordinate requests for temporary duty (TDY) orders with appropriate agencies	50
E0204	Prepare briefings concerning information not related to ATC	42
E0198	Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting	42
E0199	Participate in professional meetings or conferences	42
F0224	Draft or write after-action reports	42
F0223	Coordinate changes to official publications, policy, or procedures with higher headquarters personnel	42
F0230	Draft or write MOUs or MOAs	42
F0251	Review after-action reports	42
F0231	Draft or write official publications, such as instructions, manuals, or directives	42
M0579	Develop master route charts manually	33
E0206	Present briefings concerning information not related to ATC	33
C0109	Coordinate ATC considerations for special operations with host nations or FAA agencies	33
M0580	Develop master route charts, other than manually	33
G0301	Draft or write officer performance reports (OPRs)	33
C0106	Coordinate aircraft control procedures with other bases or outside organizations	33
K0517	Establish mobility or contingency positions for exercises	33
F0240	Draft or write staff studies or staff summaries	33
G0296	Draft or write enlisted performance reports (EPRs)	33
E0213	Schedule work assignments or priorities	33
K0513	Don or doff chemical warfare personal protective clothing	33
J0428	Conduct formal course classroom training	25
M0595	Provide airspace management qualification training for other controllers	25
F0245	Evaluate MOUs or MOAs	25
C0108	Coordinate ATC considerations for special operations with base flying authorities	25
A0054	Investigate noise complaints	25
E0176	Critique briefings or presentations	25
J0437	Determine training requirements	25
G0331	Schedule personnel for TDY assignments, leaves, or passes	25
A0006	Approve or disapprove requests for waivers to instructions, manuals, or directives	25
A0057	Maintain airfield operations liaison with other United States agencies	25
K0520	Identify or coordinate equipment or personnel requirements for mobility exercises or deployments	25
J0443	Develop training materials or aids	17
J0472	Participate in mandatory physical training	17
K0527	Participate in mobility exercise planning meetings	17
J0440	Develop formal course curricula, plans of instruction (POIs), or course training standards (CTSs)	8
J0441	Develop performance tests	8
J0487	Write test questions	8

TABLE 70

REPRESENTATIVE TASKS PERFORMED BY AFSC 13MX OFFICERS WITHIN THE
HQ USAF STAFF JOB GROUP
(STG035)

TASKS		PERCENT MEMBERS PERFORMING (N=10)
F0232	Draft or write point, position, or talking papers	100
E0198	Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting	100
E0199	Participate in professional meetings or conferences	100
E0159	Advise commanders or staff agency personnel on matters, such as capabilities, procedures, or programs	90
F0240	Draft or write staff studies or staff summaries	80
E0200	Participate in staff committees, reviews, or working groups	80
F0248	Read current periodicals and journals relating to field of work	80
F0249	Read technical publications, such as regulations, standards, or reports	80
E0160	Advise Headquarters USAF or Department of Defense (DoD) staff agencies on applicability of standards and criteria	70
F0256	Review official publications, such as instructions, manuals, or other directives	70
F0234	Draft or write professional articles or papers for publication	70
F0233	Draft or write policy or procedure letters	60
E0170	Conduct general meetings, such as staff meetings, conferences, or workshops	60
F0231	Draft or write official publications, such as instructions, manuals, or directives	60
F0237	Draft or write responses to congressional inquiries	60
F0223	Coordinate changes to official publications, policy, or procedures with higher headquarters personnel	50
F0262	Review staff studies or staff summaries	50
F0263	Review supplements or changes to directives, such as instructions, manuals, or indexes	50
F0241	Draft or write supplements or changes to directives, such as instructions, manuals, or indexes	50
F0252	Review classified reports, messages, or documents	50
E0201	Participate on Process Action Teams	50
E0204	Prepare briefings concerning information not related to ATC	50
A0051	Interpret ATC policies for customers	40
E0161	Advise subordinate units on changes to instructions, manuals, or supplements	40
E0166	Chair staff committees or working groups	40
E0193	Interpret official publications, policy, directives, or procedures for subordinates	40
F0260	Review responses to congressional inquiries	40
E0184	Escort dignitaries, DVs, or other visitors	40
E0206	Present briefings concerning information not related to ATC	40
M0596	Provide briefings on airspace matters	40
F0245	Evaluate MOUs or MOAs	40
G0285	Coordinate requests for temporary duty (TDY) orders with appropriate agencies	40
A0006	Approve or disapprove requests for waivers to instructions, manuals, or directives	40
I0403	Prepare justifications of budget proposals for program review committees	30
A0001	Answer queries from operations group commander or equivalent	30
E0189	Evaluate suspenses	30
E0162	Analyze data trends	30

TABLE 70 (Continued)

PMP

E0176	Critique briefings or presentations	30
I0404	Prepare justifications of changes to budget allocations	30
E0211	Review status of congressional legislation	30
F0238	Draft or write responses to Freedom of Information Act inquiries	30
E0202	Plan general meetings, such as staff meetings, conferences, or workshops	30
I0376	Develop requirements for acquisition of new airfield operations systems and equipment	20
I0400	Plan and coordinate construction or design of new airfield operations facilities or equipment	20
E0192	Implement unit policies or procedures	20
I0368	Coordinate procurement of equipment and systems in support of airfield operations programs	20
A0048	Evaluate wartime/contingency airfield operations procedures	20
E0173	Coordinate site visit support with base personnel	20
E0174	Coordinate special projects such as change-of-command ceremonies	20
F0255	Review inputs to interservice support agreements	20
E0197	Participate in dispute resolution with regulatory agencies such as AFFSA, FAA, or Department of Energy (DOE)	20
I0369	Determine priority of program or project requirements	20
F0242	Draft or write technical reports	20
F0265	Review unit security plans, policies, or programs	20
I0370	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace, other than for mobility	20
F0230	Draft or write MOUs or MOAs	20
I0388	Evaluate new equipment for purchase	20
I0399	Plan equipment or facility replacement programs	10
E0203	Plan safety or security programs	10

TABLE 71

REPRESENTATIVE TASKS PERFORMED BY AFSC 13MX OFFICERS WITHIN THE
RESOURCE MANAGER JOB GROUP
(STG051)

TASKS		PERCENT MEMBERS PERFORMING (N=3)
I0407	Review budget or budget estimates	100
E0198	Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting	100
I0409	Review fund allocations	100
I0389	Evaluate requests for equipment or system updates	100
I0372	Develop budgets or budget estimates	100
I0388	Evaluate new equipment for purchase	100
I0359	Approve or disapprove budgets or budget estimates	100
I0385	Evaluate effects of budget changes on programs	100
G0285	Coordinate requests for temporary duty (TDY) orders with appropriate agencies	100
I0415	Submit fund allocations	100
I0410	Review fund expenditures	100
I0403	Prepare justifications of budget proposals for program review committees	100
E0199	Participate in professional meetings or conferences	100
I0404	Prepare justifications of changes to budget allocations	100
I0416	Track funded and unfunded unit expenditures	67
I0363	Approve or disapprove requisitions for equipment or supplies	67
A0045	Evaluate mission impact resulting from ATCALS deficiencies	67
E0167	Compile data for records, reports, logs, or trend analyses	67
I0355	Allocate unit funds	67
F0263	Review supplements or changes to directives, such as instructions, manuals, or indexes	67
F0232	Draft or write point, position, or talking papers	67
E0159	Advise commanders or staff agency personnel on matters, such as capabilities, procedures, or programs	67
I0387	Evaluate manpower change requests	67
I0414	Review status of unit funding on quarterly or annual basis	67
E0200	Participate in staff committees, reviews, or working groups	67
F0233	Draft or write policy or procedure letters	67
I0412	Review manning assistance or manning difficulty letters	67
A0051	Interpret ATC policies for customers	67
A0065	Prepare or submit recommendations for changes to ATCALS	67
E0182	Direct administrative functions	67
I0406	Review budget guidelines	67
A0033	Draft or write minutes of AOB or ATCALS meetings	67
A0001	Answer queries from operations group commander or equivalent	67
F0248	Read current periodicals and journals relating to field of work	67
A0007	Attend Air Traffic Control and Landing Systems (ATCALS)	67
F0249	Read technical publications, such as regulations, standards, or reports	67
A0079	Review minutes of AOB meetings	67
A0030	Develop local personnel recognition programs	67
K0536	Report on status of ATCALS	67
A0014	Complete requests for waivers to instructions, manuals, or directives	67

TABLE 71 (Continued)

PMP

J0473	Participate in recurrent ancillary/mobility training	67
A0035	Draft or write requests for waivers to instructions, manuals, or directives	67
J0471	Participate in formal training courses	67
A0006	Approve or disapprove requests for waivers to instructions, manuals, or directives	67
G0319	Participate on court martial jury panels	67
I0405	Present unit budget requirements to budget boards or panels	67
I0386	Evaluate existing or proposed manning or manpower requirements	33
I0370	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace, other than for mobility	33
F0240	Draft or write staff studies or staff summaries	33
I0413	Review manpower authorizations	33
I0365	Consolidate inputs for unit budgets	33
I0357	Analyze unit needs for developing budget conversion financial plans	33
I0366	Coordinate manning or manpower requirements with higher headquarters or subordinate unit personnel	33
F0234	Draft or write professional articles or papers for publication	33
E0160	Advise Headquarters USAF or Department of Defense (DoD) staff agencies on applicability of standards and criteria	33
C0107	Coordinate ATC considerations for airshows with base flying authorities	33
I0364	Consolidate inputs for programming documents	33
D0137	Coordinate airfield reuse proposals	33
D0139	Coordinate base closure activities affecting airfield procedures, equipment, or facilities	33
F0256	Review official publications, such as instructions, manuals, or other directives	33
I0361	Approve or disapprove manning assistance or manning difficulty letters	33
I0360	Approve or disapprove justifications for manpower changes	33
I0400	Plan and coordinate construction or design of new airfield operations facilities or equipment	33
E0162	Analyze data trends	33
E0202	Plan general meetings, such as staff meetings, conferences, or workshops	33
G0300	Draft or write letters of appreciation or reprimand	33
J0437	Determine training requirements	33
G0298	Draft or write job or position descriptions	33
D0150	Provide guidance concerning airfield projects, such as security, construction, or lighting	33
I0356	Analyze organizational structures	33
D0134	Conduct or participate in airfield inspections	33
I0378	Draft or write manning assistance or manning difficulty letters	33
I0380	Draft or write reclaims to contingency deployment taskings	33
K0494	Complete airfield waiver packages	33
H0348	Operate radar communications equipment	33
H0350	Operate tower communications equipment	33
I0358	Approve or disapprove budget guidelines	33
A0084	Schedule flight physicals for ATC personnel	33
B0098	Request required communications support for base operations	33
F0238	Draft or write responses to Freedom of Information Act inquiries	33
A0047	Evaluate requests for waivers to instructions, manuals, or directives	33
E0208	Record minutes of general briefings, conferences, or meetings	33
F0257	Review ORI or ORE reports	33
C0106	Coordinate aircraft control procedures with other bases or outside organizations	33

TABLE 72

REPRESENTATIVE TASKS PERFORMED BY AFSC 13MX OFFICERS WITHIN THE
AIRFIELD OPERATIONS FLIGHT OPERATIONS JOB GROUP
(STG040)

--COMPOSED OF 100% 1-48 MONTHS TIUF AFSC 13MX OFFICERS
--PERFORM AN AVG OF 78 TASKS ON THE JOB

PERCENT
MEMBERS
PERFORMING
(N=7)

TASKS		
A0008	Attend AOB meetings	100
A0019	Coordinate AOB briefings with unit personnel	100
A0020	Coordinate AOB or ATCALS meeting agendas	100
A0033	Draft or write minutes of AOB or ATCALS meetings	100
A0061	Plan for ATSEP visits	100
A0063	Prepare required AOB meeting briefings	100
A0001	Answer queries from operations group commander or equivalent	86
A0034	Draft or write recommendations for ATC and airfield management quarterly or annual awards	86
A0052	Investigate ATC complaints	86
A0083	Schedule ATC meetings	86
J0423	Complete ATM 10 training course	86
A0005	Approve or disapprove recommendations for air traffic control (ATC) and airfield management quarterly or annual awards	71
A0016	Conduct briefings during AOB meetings	71
A0023	Coordinate development of base airfield operations instructions (OIs)	71
A0051	Interpret ATC policies for customers	71
A0088	Verify controllers meet physical standards (flight physicals)	71
B0091	Complete flightline driver's familiarization program	71
H0335	Control aircraft using International Civilian Aviation Organization (ICAO) or FAA rules and procedures	71
H0345	Operate flight data position	71
H0346	Operate ground control position	71
H0347	Operate local control position	71
H0348	Operate radar communications equipment	71
I0365	Consolidate inputs for unit budgets	71
J0425	Complete position certifications for required RAPCON positions	71
J0426	Complete position certifications for required tower positions	71
A0007	Attend Air Traffic Control and Landing Systems (ATCALS)	57
A0010	Brief status of ATCALS	57
A0012	Complete local ATSEP checklist procedures	57
A0036	Draft or write responses to open ATSEP items	57
A0078	Review inputs to OPLAN	57
A0079	Review minutes of AOB meetings	57
A0081	Review recommendations for ATC and airfield management quarterly or annual awards	57
C0108	Coordinate ATC considerations for special operations with base flying authorities	57
D0134	Conduct or participate in airfield inspections	57
E0170	Conduct general meetings, such as staff meetings, conferences, or workshops	57
E0198	Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting	57

TABLE 72 (Continued)

PMP

E0202	Plan general meetings, such as staff meetings, conferences, or workshops	57
G0334	Visit unit personnel who are sick or hospitalized	57
H0338	Coordinate air traffic data with other controllers or aircrews	57
H0339	Operate approach control assistant position	57
H0350	Operate tower communications equipment	57
H0354	Provide emergency assistance to aircrews	57
I0355	Allocate unit funds	57
J0424	Complete ATM 11 training course	57
A0003	Approve or disapprove minutes of Airfield Operations Board (AOB) meetings	43
A0021	Coordinate ATC involvement in exercise scenarios with exercise planners	43
A0022	Coordinate ATCALS briefings with unit personnel	43
A0024	Coordinate disposition and distribution of ATC voice-recorder tapes or other records pertaining to aircraft accidents or incidents	43
A0035	Draft or write requests for waivers to instructions, manuals, or directives	43
A0053	Investigate ATC customer surveys	43
A0084	Schedule flight physicals for ATC personnel	43
A0090	Visit local satellite airports in support of MACA programs	43
C0107	Coordinate ATC considerations for airshows with base flying authorities	43
C0115	Coordinate NAVAID or ATCALS flight checks with FAA	43
C0124	Review current non-radar approach control procedures	43
C0125	Review current radar approach control (RAPCON) procedures	43
D0133	Attend wing-level BASH meetings	43
D0140	Coordinate runway opening and closing activities with appropriate base flying agencies	43
E0172	Conduct tours of facilities or equipment	43
E0174	Coordinate special projects such as change-of-command ceremonies	43
E0182	Direct administrative functions	43
E0184	Escort dignitaries, DVs, or other visitors	43
E0200	Participate in staff committees, reviews, or working groups	43
F0231	Draft or write official publications, such as instructions, manuals, or directives	43
F0232	Draft or write point, position, or talking papers	43
F0254	Review facility reports	43
F0256	Review official publications, such as instructions, manuals, or other directives	43
G0287	Counsel incoming personnel	43
G0302	Draft or write recommendations for general decorations or awards	43
G0324	Review EPRs	43
H0340	Operate approach control position	43
H0344	Operate departure control position	43
I0372	Develop budgets or budget estimates	43
I0407	Review budget or budget estimates	43
K0513	Don or doff chemical warfare personal protective clothing	43
A0014	Complete requests for waivers to instructions, manuals, or directives	29
A0027	Coordinate with equipment maintenance with base communications	29
A0045	Evaluate mission impact resulting from ATCALS deficiencies	29
A0066	Prepare or submit recommendations for changes to base ATC publications	29
A0071	Publish noise abatement requirements in base airfield OI	29
A0086	Support annual General Aviation Association fly-ins for MACA programs	29
C0114	Coordinate information for instrument landing system (ILS) critical area	29
C0128	Review current tower visual flight rules (VFR) control procedures	29

TABLE 73

REPRESENTATIVE TASKS PERFORMED BY AFSC 13MX OFFICERS WITHIN THE
MAJCOM STAFF JOB GROUP
(STG037)

TASKS		PERCENT MEMBERS PERFORMING (N=4)
A0059	Participate in ATSEP visits	100
A0015	Conduct ATSEP visits	100
A0061	Plan for ATSEP visits	100
A0006	Approve or disapprove requests for waivers to instructions, manuals, or directives	100
A0047	Evaluate requests for waivers to instructions, manuals, or directives	100
A0046	Evaluate proposals for closure of open ATSEP items	75
A0079	Review minutes of AOB meetings	75
A0044	Evaluate inspection report observations or problems	75
E0198	Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting	75
A0004	Approve or disapprove proposals for closure of open Air Traffic System Evaluation Program (ATSEP) items	75
E0160	Advise Headquarters USAF or Department of Defense (DoD) staff agencies on applicability of standards and criteria	75
F0262	Review staff studies or staff summaries	75
E0197	Participate in dispute resolution with regulatory agencies such as AFFSA, FAA, or Department of Energy (DOE)	75
E0200	Participate in staff committees, reviews, or working groups	75
E0199	Participate in professional meetings or conferences	75
A0045	Evaluate mission impact resulting from ATCALS deficiencies	75
A0001	Answer queries from operations group commander or equivalent	75
E0171	Conduct staff assistance visits, inspections, or audits	75
G0298	Draft or write job or position descriptions	75
E0170	Conduct general meetings, such as staff meetings, conferences, or workshops	75
F0254	Review facility reports	75
G0274	Assign special projects to personnel	75
G0279	Conduct supervisory performance feedback sessions	75
G0267	Approve or disapprove leaves or passes	75
G0328	Review personnel records	75
G0302	Draft or write recommendations for general decorations or awards	75
G0305	Endorse EPRs	75
G0324	Review EPRs	75
G0273	Assign personnel to additional duties or details	75
E0189	Evaluate suspenses	50
D0134	Conduct or participate in airfield inspections	50
E0162	Analyze data trends	50
A0005	Approve or disapprove recommendations for air traffic control (ATC) and airfield management quarterly or annual awards	50
F0217	Approve or disapprove memoranda of understanding (MOU) or memoranda of agreement (MOA)	50
F0219	Approve or disapprove policy or procedure letters	50
A0066	Prepare or submit recommendations for changes to base ATC publications	50

TABLE 73 (Continued)

PMP

A0082	Review replies to inspection reports	50
A0052	Investigate ATC complaints	50
F0263	Review supplements or changes to directives, such as instructions, manuals, or indexes	50
F0240	Draft or write staff studies or staff summaries	50
A0048	Evaluate wartime/contingency airfield operations procedures	50
E0161	Advise subordinate units on changes to instructions, manuals, or supplements	50
E0193	Interpret official publications, policy, directives, or procedures for subordinates	50
A0041	Establish standardization/evaluation programs	50
E0159	Advise commanders or staff agency personnel on matters, such as capabilities, procedures, or programs	50
F0258	Review professional articles or papers for publication	50
F0248	Read current periodicals and journals relating to field of work	50
F0249	Read technical publications, such as regulations, standards, or reports	50
F0218	Approve or disapprove official publications, such as instructions, manuals, or directives	50
F0221	Approve or disapprove supplements or changes to directives, such as instructions, manuals, or indexes	50
D0154	Verify airfield markings and signs are correct	50
E0202	Plan general meetings, such as staff meetings, conferences, or workshops	50
F0234	Draft or write professional articles or papers for publication	50
F0223	Coordinate changes to official publications, policy, or procedures with higher headquarters personnel	50
G0284	Coordinate job positions requirements with civilian personnel office (CPO)	50
G0276	Certify civilian timecards	50
G0308	Evaluate job or position descriptions	50
A0002	Approve or disapprove inputs to operation plans (OPLAN)	50
A0043	Evaluate ATC withdrawal packages	50
G0296	Draft or write enlisted performance reports (EPRs)	50
A0081	Review recommendations for ATC and airfield management quarterly or annual awards	50
A0076	Review ATC operational evaluations	50
F0256	Review official publications, such as instructions, manuals, or other directives	50
G0295	Draft or write civilian performance appraisals	50
G0270	Approve or disapprove recommendations for general awards or decorations	50
G0307	Establish performance standards for subordinates	50
G0289	Counsel personnel on personal or military-related matters	50
I0385	Evaluate effects of budget changes on programs	50
E0178	Determine unit goals or objectives	50
G0318	Participate in unit sponsorship program	50
A0017	Conduct safety inspections of equipment or facilities	50
A0074	Review aircraft save requests	50
G0268	Approve or disapprove letters of appreciation or reprimand	50
G0329	Review recommendations for general awards or decorations	50
G0290	Determine work priorities for subordinates	50
G0331	Schedule personnel for TDY assignments, leaves, or passes	50
G0300	Draft or write letters of appreciation or reprimand	50
G0287	Counsel incoming personnel	50
G0288	Counsel personnel concerning career opportunities	50
A0003	Approve or disapprove minutes of Airfield Operations Board (AOB) meetings	25

TABLE 74

REPRESENTATIVE TASKS PERFORMED BY AFSC 13MX OFFICERS WITH THE
EXECUTIVE/OPERATIONS OFFICER JOB GROUP
(STG054)

TASKS		PERCENT MEMBERS PERFORMING (N=4)
G0329	Review recommendations for general awards or decorations	100
E0198	Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting	100
F0232	Draft or write point, position, or talking papers	100
E0189	Evaluate suspenses	100
E0182	Direct administrative functions	100
E0184	Escort dignitaries, DVs, or other visitors	100
G0274	Assign special projects to personnel	100
E0174	Coordinate special projects such as change-of-command ceremonies	100
G0276	Certify civilian timecards	100
G0302	Draft or write recommendations for general decorations or awards	75
E0202	Plan general meetings, such as staff meetings, conferences, or workshops	75
G0324	Review EPRs	75
G0327	Review OPRs	75
G0326	Review letters of appreciation or reprimand	75
E0200	Participate in staff committees, reviews, or working groups	75
E0204	Prepare briefings concerning information not related to ATC	75
E0206	Present briefings concerning information not related to ATC	75
E0170	Conduct general meetings, such as staff meetings, conferences, or workshops	75
F0262	Review staff studies or staff summaries	75
G0301	Draft or write officer performance reports (OPRs)	75
I0413	Review manpower authorizations	75
E0176	Critique briefings or presentations	75
G0321	Participate on quarterly or annual award boards	75
G0319	Participate on court martial jury panels	75
E0191	Identify and report suspected security compromises	75
A0001	Answer queries from operations group commander or equivalent	50
I0355	Allocate unit funds	50
G0300	Draft or write letters of appreciation or reprimand	50
G0296	Draft or write enlisted performance reports (EPRs)	50
F0233	Draft or write policy or procedure letters	50
E0173	Coordinate site visit support with base personnel	50
E0172	Conduct tours of facilities or equipment	50
E0207	Provide inputs for commander's calls	50
G0308	Evaluate job or position descriptions	50
E0192	Implement unit policies or procedures	50
G0279	Conduct supervisory performance feedback sessions	50
K0490	Attend intelligence briefings	50
F0240	Draft or write staff studies or staff summaries	50
E0193	Interpret official publications, policy, directives, or procedures for subordinates	50
G0318	Participate in unit sponsorship program	50
E0188	Evaluate safety or security programs	50

TABLE 74 (Continued)

PMP

F0261	Review responses to Freedom of Information Act inquiries	50
A0032	Draft or write inputs to OPLAN	50
E0208	Record minutes of general briefings, conferences, or meetings	50
F0238	Draft or write responses to Freedom of Information Act inquiries	50
G0267	Approve or disapprove leaves or passes	50
E0210	Review requests for area clearances	25
G0270	Approve or disapprove recommendations for general awards or decorations	25
G0268	Approve or disapprove letters of appreciation or reprimand	25
G0311	Evaluate personnel for compliance with military standards	25
I0365	Consolidate inputs for unit budgets	25
I0372	Develop budgets or budget estimates	25
I0395	Initiate requisitions for equipment, tools, parts, or supplies	25
I0407	Review budget or budget estimates	25
F0249	Read technical publications, such as regulations, standards, or reports	25
E0183	Draft or write workcenter descriptions	25
I0409	Review fund allocations	25
E0213	Schedule work assignments or priorities	25
L0557	Maintain or update contingency plans, mobility plans, or base support plans	25
I0410	Review fund expenditures	25
G0266	Advise subordinates on unit policies or procedures	25
I0416	Track funded and unfunded unit expenditures	25
A0078	Review inputs to OPLAN	25
E0179	Develop information programs, such as newsletters or bulletins for community relations	25
D0140	Coordinate runway opening and closing activities with appropriate base flying agencies	25
G0280	Conduct supervisory orientations for newly assigned personnel	25

TABLE 75

REPRESENTATIVE TASKS PERFORMED BY AFSC 13MX OFFICERS WITHIN THE
SUPERVISOR JOB GROUP
(STG041)

TASKS	PERCENT MEMBERS PERFORMING (N=8)	
G0311	Evaluate personnel for compliance with military standards	100
F0232	Draft or write point, position, or talking papers	100
G0274	Assign special projects to personnel	100
G0267	Approve or disapprove leaves or passes	100
G0266	Advise subordinates on unit policies or procedures	88
G0296	Draft or write enlisted performance reports (EPRs)	88
F0233	Draft or write policy or procedure letters	88
G0279	Conduct supervisory performance feedback sessions	88
F0249	Read technical publications, such as regulations, standards, or reports	88
G0290	Determine work priorities for subordinates	88
G0273	Assign personnel to additional duties or details	88
G0302	Draft or write recommendations for general decorations or awards	88
G0283	Coordinate help in resolving subordinates' problems with on- or off-base agency personnel	88
G0289	Counsel personnel on personal or military-related matters	88
G0288	Counsel personnel concerning career opportunities	88
G0329	Review recommendations for general awards or decorations	88
E0182	Direct administrative functions	75
G0324	Review EPRs	75
E0178	Determine unit goals or objectives	75
G0307	Establish performance standards for subordinates	75
I0365	Consolidate inputs for unit budgets	75
G0328	Review personnel records	75
F0248	Read current periodicals and journals relating to field of work	75
G0303	Draft or write records of personnel counseling sessions	75
G0308	Evaluate job or position descriptions	75
G0300	Draft or write letters of appreciation or reprimand	75
G0287	Counsel incoming personnel	75
G0268	Approve or disapprove letters of appreciation or reprimand	75
G0323	Recommend promotions, demotions, or reclassification actions	75
G0334	Visit unit personnel who are sick or hospitalized	75
E0198	Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting	63
G0313	Evaluate work schedules	63
G0312	Evaluate personnel for promotion, demotion, reclassification, or special awards	63
G0331	Schedule personnel for TDY assignments, leaves, or passes	63
F0257	Review ORI or ORE reports	63
E0170	Conduct general meetings, such as staff meetings, conferences, or workshops	63
E0200	Participate in staff committees, reviews, or working groups	63
G0305	Endorse EPRs	63
E0189	Evaluate suspenses	63
I0372	Develop budgets or budget estimates	63

TABLE 75 (Continued)

PMP

G0298	Draft or write job or position descriptions	63
E0190	Evaluate workload requirements	63
G0321	Participate on quarterly or annual award boards	63
G0317	Investigate personnel problems	63
G0271	Approve or disapprove requests for off-duty employment	63
E0192	Implement unit policies or procedures	50
F0240	Draft or write staff studies or staff summaries	50
F0251	Review after-action reports	50
E0199	Participate in professional meetings or conferences	50
F0264	Review unit emergency plans	50
E0193	Interpret official publications, policy, directives, or procedures for subordinates	50
I0388	Evaluate new equipment for purchase	50
I0385	Evaluate effects of budget changes on programs	50
G0326	Review letters of appreciation or reprimand	50
G0285	Coordinate requests for temporary duty (TDY) orders with appropriate agencies	50
G0315	Initiate actions required due to substandard performance of personnel	50
G0310	Evaluate job standards	50
G0318	Participate in unit sponsorship program	50
E0202	Plan general meetings, such as staff meetings, conferences, or workshops	50
G0276	Certify civilian timecards	50
G0275	Assign sponsors for new personnel	50
I0371	Develop budget guidelines	50
I0410	Review fund expenditures	50
F0262	Review staff studies or staff summaries	38
F0252	Review classified reports, messages, or documents	38
E0172	Conduct tours of facilities or equipment	38
G0294	Develop or establish work schedules	38
F0260	Review responses to congressional inquiries	38
I0369	Determine priority of program or project requirements	38
G0301	Draft or write officer performance reports (OPRs)	38
E0204	Prepare briefings concerning information not related to ATC	38
E0176	Critique briefings or presentations	38
G0295	Draft or write civilian performance appraisals	38
I0389	Evaluate requests for equipment or system updates	38
G0327	Review OPRs	38
F0265	Review unit security plans, policies, or programs	38
E0165	Assign personnel to work areas or duty positions, other than for mobility	38
I0355	Allocate unit funds	38
I0366	Coordinate manning or manpower requirements with higher headquarters or subordinate unit personnel	38
E0206	Present briefings concerning information not related to ATC	38
G0330	Review requests for personnel actions	38
I0386	Evaluate existing or proposed manning or manpower requirements	38
A0001	Answer queries from operations group commander or equivalent	25
E0173	Coordinate site visit support with base personnel	25
F0256	Review official publications, such as instructions, manuals, or other directives	25
E0184	Escort dignitaries, DVs, or other visitors	25
I0403	Prepare justifications of budget proposals for program review committees	25
E0171	Conduct staff assistance visits, inspections, or audits	25

TABLE 76

REPRESENTATIVE TASKS PERFORMED BY AFSC 13MX OFFICERS WITH IN THE
OTP INSTRUCTOR JOB GROUP
(STG162)

TASKS		PERCENT MEMBERS PERFORMING (N=2)
J0443	Develop training materials or aids	100
J0428	Conduct formal course classroom training	100
F0256	Review official publications, such as instructions, manuals, or other directives	100
J0487	Write test questions	100
E0213	Schedule work assignments or priorities	100
J0464	Evaluate progress of trainees	100
J0467	Maintain training records or files	100
F0249	Read technical publications, such as regulations, standards, or reports	100
E0192	Implement unit policies or procedures	100
E0159	Advise commanders or staff agency personnel on matters, such as capabilities, procedures, or programs	100
J0418	Administer or score tests	100
J0468	Manage students or new trainees on casual status	100
J0463	Evaluate effectiveness of training programs, plans, or procedures	100
E0167	Compile data for records, reports, logs, or trend analyses	100
F0232	Draft or write point, position, or talking papers	100
J0466	Inspect training materials or aids for operation or suitability	100
J0434	Counsel trainees on training progress	100
G0289	Counsel personnel on personal or military-related matters	100
G0287	Counsel incoming personnel	100
E0198	Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting	100
G0266	Advise subordinates on unit policies or procedures	100
G0288	Counsel personnel concerning career opportunities	100
J0437	Determine training requirements	100
J0488	Write training reports	100
E0193	Interpret official publications, policy, directives, or procedures for subordinates	100
E0182	Direct administrative functions	100
E0199	Participate in professional meetings or conferences	100
J0480	Review training reports	100
H0335	Control aircraft using International Civilian Aviation Organization (ICAO) or FAA rules and procedures	100
G0279	Conduct supervisory performance feedback sessions	100
G0290	Determine work priorities for subordinates	100
J0433	Coordinate training time with facility chiefs	100
A0080	Review positions certifications	100
F0233	Draft or write policy or procedure letters	100
G0315	Initiate actions required due to substandard performance of personnel	100
G0282	Coordinate assignment of personnel with personnel managers and gaining commanders	100
J0436	Determine projected number of graduates from training	100
F0253	Review customer service evaluation reports	100

TABLE 76 (Continued)

PMP

G0307	Establish performance standards for subordinates	100
I0396	Maintain adequate supply of tools, parts, supplies, or equipment	100
E0165	Assign personnel to work areas or duty positions, other than for mobility	100
J0483	Schedule personnel for training	100
G0285	Coordinate requests for temporary duty (TDY) orders with appropriate agencies	100
G0283	Coordinate help in resolving subordinates' problems with on- or off-base agency personnel	100
J0435	Determine optimal class sizes	100
G0267	Approve or disapprove leaves or passes	100
G0311	Evaluate personnel for compliance with military standards	100
G0274	Assign special projects to personnel	100
A0008	Attend AOB meetings	100
G0273	Assign personnel to additional duties or details	100
A0011	Build ATC withdrawal packages	100
F0257	Review ORI or ORE reports	100
H0338	Coordinate air traffic data with other controllers or aircrews	100
A0088	Verify controllers meet physical standards (flight physicals)	100
A0084	Schedule flight physicals for ATC personnel	100
A0087	Verify accomplishment of Air Traffic Control Specialist (ATCS) certificate award/withdrawal documentation/actions	100
J0481	Review TRB minutes	100
G0275	Assign sponsors for new personnel	100
G0312	Evaluate personnel for promotion, demotion, reclassification, or special awards	100
A0035	Draft or write requests for waivers to instructions, manuals, or directives	100
A0079	Review minutes of AOB meetings	100
G0293	Develop recall rosters	100
G0270	Approve or disapprove recommendations for general awards or decorations	100
G0294	Develop or establish work schedules	100
G0268	Approve or disapprove letters of appreciation or reprimand	100
G0300	Draft or write letters of appreciation or reprimand	100
J0441	Develop performance tests	50
J0440	Develop formal course curricula, plans of instruction (POIs), or course training standards (CTSs)	50
F0254	Review facility reports	50
E0169	Conduct follow-up on staff assistance visit report discrepancies	50
J0429	Conduct training conferences, briefings, or debriefings	50
H0340	Operate approach control position	50
H0344	Operate departure control position	50
G0317	Investigate personnel problems	50
H0349	Operate radar simulator	50
E0162	Analyze data trends	50
H0348	Operate radar communications equipment	50
A0061	Plan for ATSEP visits	50
J0425	Complete position certifications for required RAPCON positions	50
H0345	Operate flight data position	50
G0301	Draft or write officer performance reports (OPRs)	50
G0326	Review letters of appreciation or reprimand	50
J0476	Procure training aids, space, or equipment	50
G0280	Conduct supervisory orientations for newly assigned personnel	50

TABLE 77

REPRESENTATIVE TASKS PERFORMED BY AFSC 13MX OFFICERS WITHIN THE
OTP STUDENT JOB GROUP
(STG011)

TASKS	PERCENT MEMBERS PERFORMING (N=20)
F0249 Read technical publications, such as regulations, standards, or reports	65
A0008 Attend AOB meetings	65
J0471 Participate in formal training courses	45
F0248 Read current periodicals and journals relating to field of work	45
H0339 Operate approach control assistant position	40
H0338 Coordinate air traffic data with other controllers or aircrews	40
H0345 Operate flight data position	35
H0347 Operate local control position	35
H0349 Operate radar simulator	35
J0426 Complete position certifications for required tower positions	30
H0335 Control aircraft using International Civilian Aviation Organization (ICAO) or FAA rules and procedures	30
J0425 Complete position certifications for required RAPCON positions	30
H0340 Operate approach control position	30
E0198 Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting	25
H0353 Operate arrival control position	25
H0348 Operate radar communications equipment	25
H0350 Operate tower communications equipment	20
F0256 Review official publications, such as instructions, manuals, or other directives	20
H0344 Operate departure control position	20
F0253 Review customer service evaluation reports	15
H0346 Operate ground control position	15
H0341 Operate clearance delivery position	15
A0077 Review ATC voice-recorder tapes pertaining to aircraft accidents or incidents	15
G0318 Participate in unit sponsorship program	10